



ANNUAL

REPORT

MIER MUNICIPALITY

2015/16

Chapter 5

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PTER 1 – MAYOR’S FOREWORD AND EXECUTIVE SUMMARY

COMPONENT A: MAYOR’S FOREWORD

MAYOR’S FOREWORD

It is with a sense of humility and responsibility that I introduce the 2015/16 Annual Report.

The Vision that sets direction for the municipality is: “The establishment of an effective administration, for the delivering of sustainable and affordable services, in order to improve the living standards of the residents of Mier Municipality.”

We, therefore, present *The Annual Report of the Mier Municipality* in compliance with legislative and accountability requirements. In terms of Section 46 of the Local Government: Municipal Systems Act No. 32 of 2000 and Sections 121 and 127(2) of the Local Government: Municipal Finance Management Act No. 56 of 2003, South African municipalities must prepare annual reports for each financial year and Mayors must table such reports in their Councils within seven months after the end of each financial year.

The year under review presented itself with many challenges, especially in the area of water and sanitation service, housing, the draught in the area and the rental agreement of the commonage land. It was now the second year that we faced with the drought session. The biggest water problem was in Philanderbron, Welkom where the levels of underground water decreased, and we had to transport water from Rietfontein to service the basic needs of the people. Klein Mier and Groot Mier’s are still a challenge in providing sustainable and quality water to the community. I can proudly announce that the Kalahari East Pipeline phase 1 to Rietfontein is 95% completed to minimize the water problems in some of the areas.

In addition we experienced many break-downs with our sanitation and refuse trucks and this led to a high repairs and maintaince cost on the budget. We completed the EIA process for the Oxidation pond in Askam is complete and planning will be finalized soon to get the contractor on site. We want to apologies to the community for brake-downs in basic services due to cash flow problems. As the Mayor of Mier I comment myself to give support to the incoming Mayor of the New Dawid Kruiper Municipality to improve on the basic service delivery. House backlogs in the area is also one of the biggest concern and the main aim will be to look into the allocation formula to the area. But we can proudly announce that for the year under review we manage to build 40 houses in the area and is one of its kind in the Northern Cape as we set an example of quality housing in the area.

Distances between wards also impacted negatively on our finances, and traveling cost took a huge finance gap in the budget. This hampered the monthly meetings of ward committees and visitation of Ward councillors to community members. In spite of all the problems, most of which we managed to address, it is of great importance to note that as Local Municipality our main focus still remains basic service delivery to the community.

As one of the Municipalities that was on grants depended for capital projects we manage to spend in

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December 97.86% of the MIG funds that leads that the Municipality receive additional allocation of R 6 128 000 in March 2016 and we spend 76.28% of the total grand at the end of June 2016. Under the project, CPW, and EPWP incentive funds we provided jobs in the area to improve the life of the community. Registration of local business for SMME's is an ongoing process and as the Municipality we look forward to the Bloodhound project in 2017.

The !Xhaus Lodge and the Game Farms are doing well by providing jobs to our communities, but is important to note that as the owner of the properties we must get more involved in the activities. During the year under review we manage to extend the rental agreement of commonage farmers to 9 years and 11 months.

The District also helped the Municipality with a seconded municipal manager and with the sight of the SLA with the District they assist the Municipality in the different departments.

I also want to report that we have an approved Budget and IDP in place, but we still have a challenge with the ward basic planning. This Annual Report seeks to portray a picture of the efforts our Municipality made to address the needs of its inhabitants.

We have made it our intention to ensure that we fight the triple challenges of youth unemployment, poverty, and inequality by using the EPWP guidelines in all our projects. In essence, the report captures the extent to which we as a Municipality have responded to the will and commitment of the communities. The report presents how the Council's resources were utilised and as such contains the consolidated Annual Financial Statements of the Municipality.

In presenting the Annual Report, I want to acknowledge the role played by the administration in providing information for public reporting. I want to reiterate the role of government in ensuring that *working together we can do more*.

Mayor
Mier Municipality

COMPONENT B: EXECUTIVE SUMMARY

1.1. MUNICIPAL MANAGER'S OVERVIEW

MUNICIPAL MANAGER'S OVERVIEW

Service delivery is the Municipality's core function and the driving force behind everything that we do. This ensured that Mier Municipality made great strides in delivering basic services to our

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communities.

The purpose of an Annual Report is to provide a record of the activities of the Municipality during the financial year to which it relates. It also calibrates performance against the budget and promotes transparency to the local community to which it is accountable to for the decisions made throughout the year.

As management, we strongly believe in training our staff members as well as our councillors in order to capacitate them to effectively deliver services to our communities. We will continue with our endeavour to supply water and other basic services to our needy communities. Delivering water is the biggest challenge of the Municipality, taking into consideration the drought we currently face for two years due to global warming. We, however, are doing our outmost through proper planning to deliver services with the limited resources allocated to us by government, and the low payment rate from the community.

The following plans must give effect to the challenges the Municipality face:

- FINANCIAL RECOVERY PLAN
- AUDIT RECOVERY PLAN
- LAND USE MANAGEMENT PLAN
- PERFORMANCE MANANEMENT SYSTEM

We publish the write off policy and complete the write off process of Municipal Debt in the year under review. The financial year under review we manage to appoint the internal audit committee. Through NT the municipality upgrade the assist register. Due to the limited budget we also manage to get approval of council on the bench marking for employees. This will aid us to continue to deliver services to our people.

Despite all the challenges, we managed to provide services to our ratepayers. We, the administration component of the municipality, commit ourselves to pursue performance excellence that will make our ratepayers proud of their Municipality. As such, we endeavour to remain professional and transparent in dealing with the community.

A special thanks to our Honourable Mayor, M. Eiman, her councillors, and staff. We also recognise the support from National and Provincial Government and the District Municipality. Serving under the National, Provincial, District, and Local leadership has always been encouraging as we are all driven by one goal: *To deliver services to the masses of our previously marginalised communities.*

MUNICIPAL MANAGER
MR. J. WILLEMSE

1.2. MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

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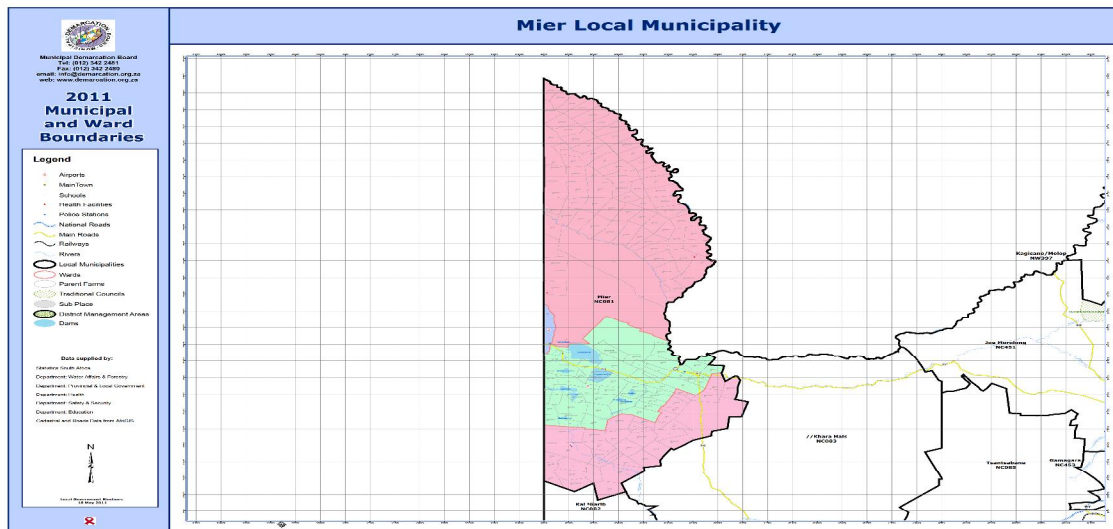
INTRODUCTION TO BACKGROUND DATA

Municipal Overview

The Municipal Systems Act, Act 32 of 2000 states that:

- A Municipality is a state of organ of state within the local sphere of government exercising legislative and executive authority within the an area determined in terms of the Local Government Municipal Demarcation Act, 1998
- It consist of – the political structure and administration of the municipality and the community of the Municipality

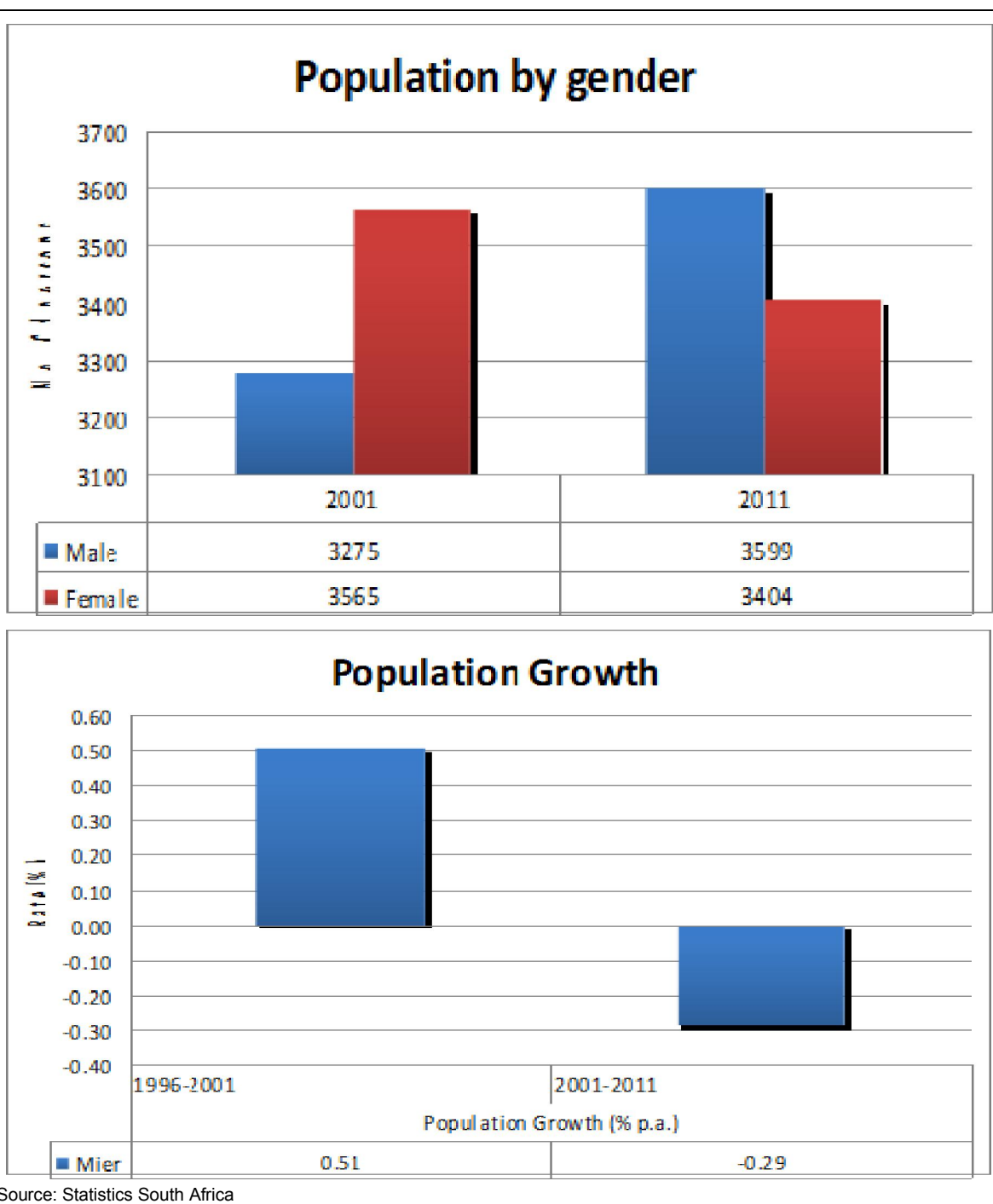
Mier Local Municipality is situated in the Northern Cape and covers an area of (+/-) 2 270 974 Ha. It consists of 9 towns (Rietfontein, Loubos, Philandersbron, Groot Mier, Klein Mier, Welkom, Askham, Noenieput and Swartkopdam), !Komani-San community (Andriesvale, Erin) and the Kgalagadi Transfontier Park. (See map below)



The Mier Municipality's population estimate is approximately 7,003 (Stats SA, 2011) people, implying a very low population density. The male per 100 females ratio is 105,7.

Given the total population estimates, the figure below reflects the ethnic composition of this area. The majority of residents, 90.4%, within the Mier area are coloureds, 4.4% are white, 4% black and indian/Asian 0.6%. The population was estimated to be 7, 207 in 2001 (Stats SA, 2001). Therefore, the population growth over the past 10 years is calculated at -0.29% p.a. Already in 1996 it was found that there were only 6 272 residents, of which half has never before left the area.

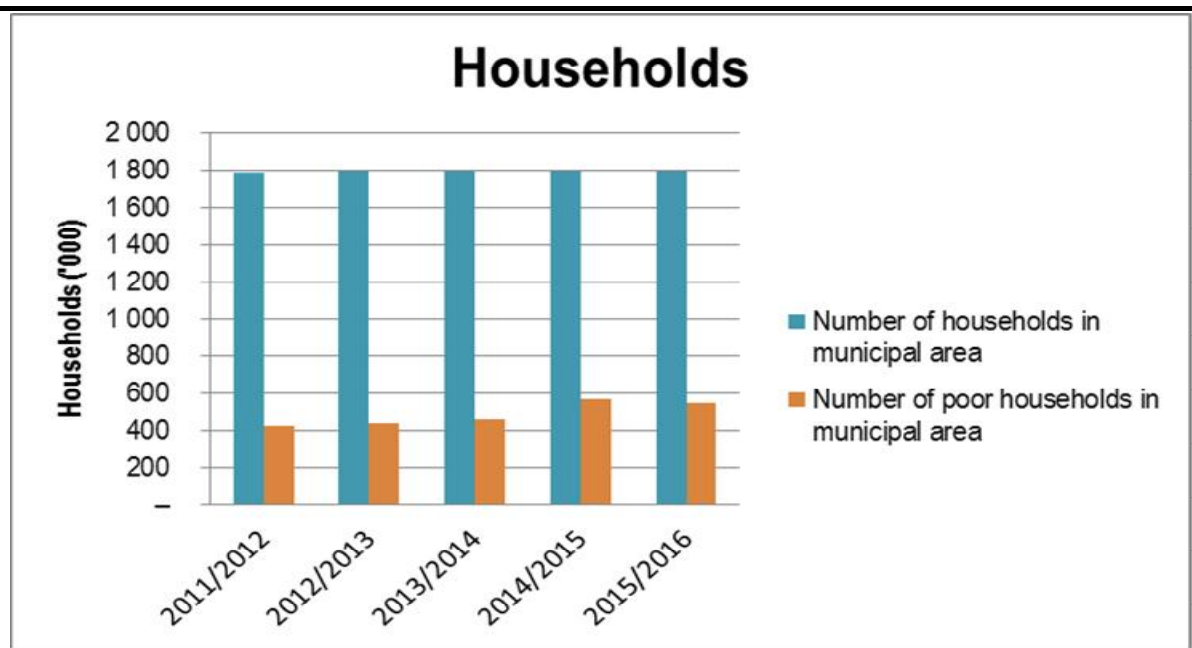
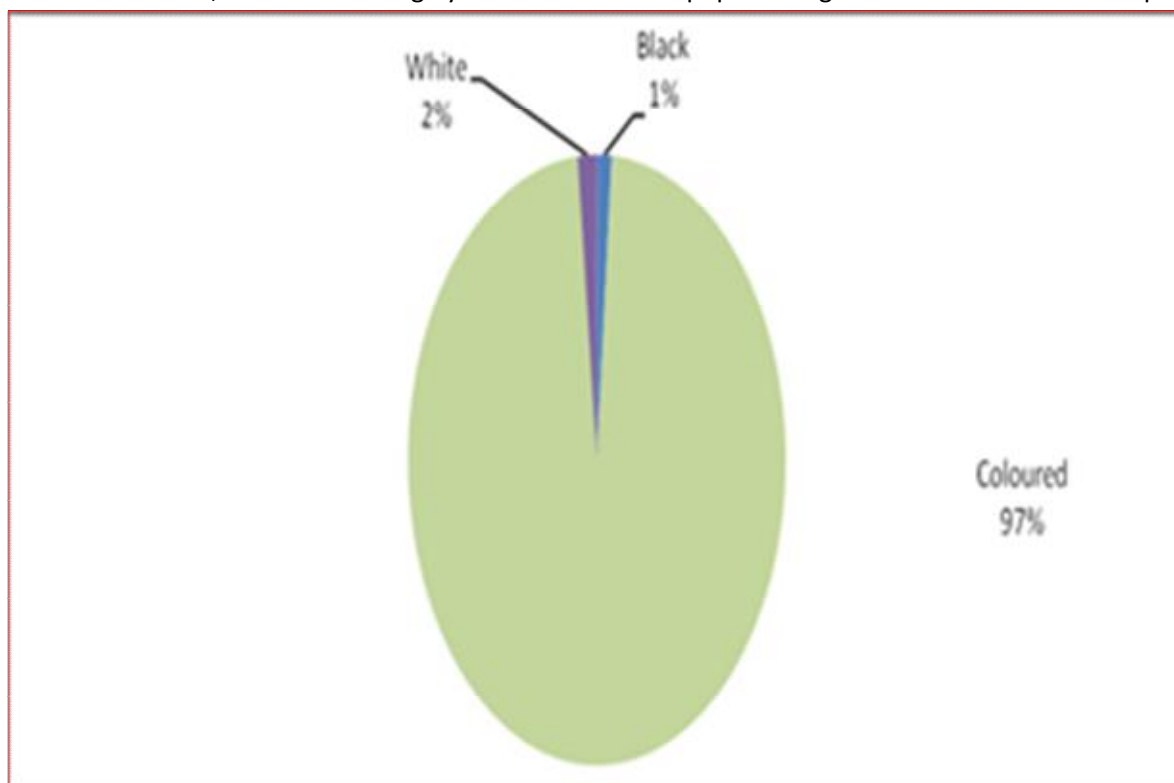
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Source: Statistics South Africa

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Given the total population estimates, the figure below reflects the ethnic composition of this area. The majority of residents, 97%, within the Mier area are coloureds. The population was estimated to be 6,400 in 2001 (StatsSA, 2001). Therefore, the population growth over the past 6 years is calculated at 12%, which could roughly be referred to as a population growth rate of less than 2% p.a.

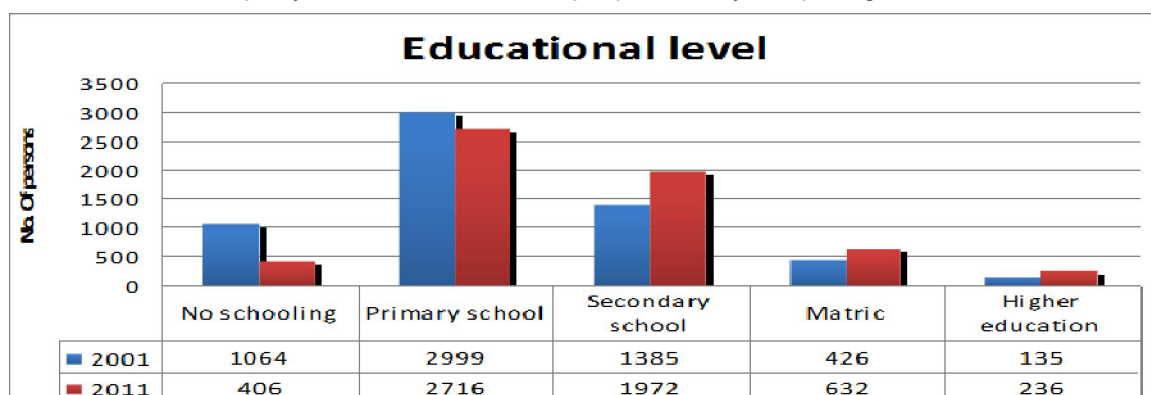


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According to census data (2011), more than 90% of the population receive a monthly income of less than R800. This has again an effect on the poor payment of Municipal services. An important tendency is the high dependency of households on pension fees.

% of Person weighted	No income	R 1 - R 400	R 401 - R 800	R 801 - R 1 600	R 1 601 - R 3 200	R 3 201 - R 6 400	R 6 401 - R 12 800	R 12 801 - R 25 600	R 25 601 - R 51 200
Kalahari Gemsbok National Park	23	3	3	3	14	16	5	3	-
Mier NU	33	16	4	25	7	2	2	1	1
Mier	39	24	1	21	8	4	2	1	-
Loubos	21	5	5	15	2	2	2	1	-
Klein Mier	44	30	3	15	5	2	-	-	-
Rietfontein	39	24	3	14	3	2	4	2	0
Philandersbron	48	22	3	18	3	1	1	1	-
Askham	-	-	-	-	-	-	-	-	-
NC081: Mier	37	19	3	18	5	3	2	1	0

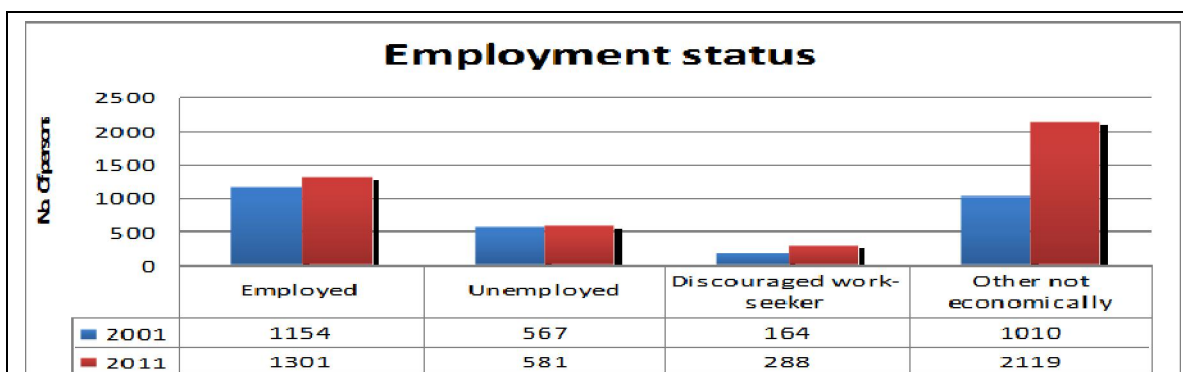
A concern to the Municipality is the small amount of people who attend tertiary institutions. A further concern to the Municipality is the small amount of people actually completing their school career.



Source: Statistics South Africa

Unemployment and a poor academic profile are the two largest losses / problems of the municipal area's population. In relation to the total labour force indicated by census statistics, 33% are unemployed. Unemployment affects the ability of the Municipality to render quality services, due to the lack of payment for services by the Community. Another concern to the Municipality is the number of people employed in elementary occupations.

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Source: Statistics South Africa

Natural Resources	
Major Natural Resource	Relevance to Community
Game Farm	The income helps with service delivery
Sault Pan	Jop Creation
Hakskeen Pan	Jop Creation and tourism
Commurcial Farm	Economic Benefits
Kalagadi Transfontrein Park	Tourism

	CHALLENGES	OPPORTUNITIES
GAME FARM	Management of Farm capacity constraints. The Court case with the about the lease agreement of the game farm	PPP- Investors Generate more income professional hunting. Professional hunting Mier offers room to play for 4x4 enthusiasts
Sault Pan	Social Plan not linked with municipality priorities	Job creation for youth throughout bursaries schemes for local community.
Hakskeenpan	Local accommodation to host the Bloodhound even. Sustainability of project after completion of project.	Economic benefit via job creation leading up to land speed record.
Commercial and commonage farms	Management of Farms, Distribution of water on farms and payments of property rates. Upgrading of Infrastructure	Improve own income via economical tariff billed for renting of land.
Transfrontier Park- Kgalagadi	IDP of municipality not linked with the projects of park	LED and Tourism - job creation for local communities Improve tourism growth

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Overview of Neighbourhoods within Mier Municipality		
Settlement Type	Households	Population
Towns	10	7003
Rietfontein	504	2002
Loubos	213	836
Philandersbron	211	828
Klein Mier	128	502
Groot Mier	101	396
Welkom	130	510
Askham	160	628
Swartkopdam	36	141
Sub-Total	1483	5843
Informal settlements		
Noenieput	30	109
Drieboom	6	24
Vetrivier	15	59
Schepkolk	7	27
!Komani - San Community (Adriesvale, Erin)	250	941
Sub-Total	308	1160
Total	1791	7003

1.3. SERVICE DELIVERY OVERVIEW

SERVICE DELIVERY INTRODUCTION

Mier Municipality provides basic services to the main town Rietfontein and eight surrounding towns. Services includes: Water supply, sanitation and refuse removal. To deliver standard and sustainable services to these different towns a lot of factors should be considered, like: Distances between towns, trucks, roads, equipment and the financial sustainability.

Water Provision

Mier Municipality provides underground (borehole) water as a service to the following towns:

- Rietfontein
- Loubos
- Philandersbron
- Askham
- Welkom
- Noenieput

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- Klein Mier
- Groot Mier
- Swartkopdam

The Mier Local Municipality strives towards giving its people sustainable clean drinking water, and also to maintain and upgrade its water networks. Through this the Department of water affairs completed 95% of the project in this financial year with one of its biggest projects the Kalahari East Pipeline, by this the Municipality can provide clean and healthy water to some its communities. The Municipality also strive in making its blue drop water microbiological limits aren't exceeded and that its total coliform count are 0, in all of its towns in which the municipality supply the water as a service. The Municipality do monthly monitoring of the water by sending samples to the Labratoruim for testing.

Challenges

- Not be able to supply communities with safe and clean water.
- Long distances between towns where services should be delivered.
- Not enough funds to buy necessary equipment and tools where needed.
- Lack of funds as a whole within municipality to maintain vehicles.
- Limited vehicles.
- Lack of service providers.
- Bad roads where services should be delivered.

Waste water (sanitation) provision

Mier Municipality provides sanitation as a service to all of its surrounding towns. For the past year the Municipality has been using only 3 trucks to serve all of its nine town in a best possible way. The trucks must serve more than 20 km per day and 66.66% of trucks already exceeds they life cycle. Due to the limited water 85% of the community is using the VIP/UDS toilets system.

Challenges

- Lack of funds.
- Vehicles that are older than ten years.
- Few oxidation ponds (not all towns has).
- Long Distances.
- Bad Roads.
- Struggle to complete EIA's.
- Not being able to have the Green drop system in place.

Waste Management(refuse removal)

Mier Municipality provides refuse removal with a tuck to only one of its towns (Rietfontein, Philandersbron and Loubos) and in other towns(Welkom, Noenieput, Swartkopdam, Askham, Noenieput and Groot & Klein Mier) a contractor has been appointed that is review every year. The municipality strives towards collecting refuse on a regular basis within the three towns that the Municipality serves, because currently they must manage with only one truck.

Challenges

- No Recycling

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- Landfill sites aren't registered.
- Only one truck which is very old.
- Lack of proper equipment and trained staff.
- Bad roads between towns.

Electricity

The Municipality aren't responsible for this service, Eskom are the main service provider. Although one of the biggest challenges the municipality struggles with is that some of the households doesn't have any electricity.

Free basic services and indigent support

Mier Municipality has an indigent policy which are approved and adopted every year by its municipal council. This policy are put in place to provide for the less fortunate that cannot afford to pay for their services. The registration process for indigent was done between Jan 2016 and May 2016. All property under the value of 15 000 are not billed.

Free basic services that are subsidized are:

6 kl	Water	R 58.15
Total tariff	Sanitation Rietfontein	R 129.32
Total tariff	Sanitation Loubos/Philandersbron	R 135.64
Total tariff	Sanitation Klein Mier/Groot Mier	R 248.98
Total tariff	Sanitation Askham	R 151.98
Total tariff	Sanitation Welkom	R 236.36
Total tariff	Refuse removal	R 90.19
50 kw	Electricity	R 42.40

1.4. ORGANISATIONAL DEVELOPMENT OVERVIEW

The organization development function is a quality driven intervention and support to Mier Local Municipality on matters related to change management, employee assistance programme, referral of employees, training and development, etc. Its organizational structure is reviewed annually to ensure that it remains relevant to the strategic objectives of the municipality as reflected in the Integrated Development Plan and budget. The two amalgamation municipalities has just started with a comprehensive organizational structural review to ensure that the municipality continues to deliver on its constitutional mandate. More than 90% of the municipality's job descriptions were evaluated; those not yet evaluated are in the process of being evaluated.

Employees Assistance Programme

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During the year under review, 8 employees and 7 councillors benefitted from the following employee assistance programme:

1. Under the MFMP NQF 5 program we train 3 officials funded by National Treasury
2. Water and Waste Water managers program we train 4 officials funded by the Office of the Premier.
- 3 Finance Management program we train 1 Manager funded by SETA.

Human Resources

The responsibility of the Human Resources function is to render effective as well as innovative HR service that addresses both skills development and administrative function. To that effect, the Municipal Council has adopted different Human Resources related policies. The Work Place Skills Plan (WPSP) for 2015/2016 financial year together with the Training Plan were submitted to the Sector Education and Training Authority for Local Government (LGSETA) by end April 2015 as required by the Skills Development Act, 1998. Monthly reporting on the performance of the WPSP was submit to the relevant sector. The Municipality doesn't have a budget for train but use the MSIG an FMG

Critical Vacancies and Turnover:

All Manager is acting in the position on a month to month contract. Due to the limited Budget other critical post was not budgeted in the financial year under review.

Employee

Total 58 permanent employee as at the end of June 2016. During the year under review we appoint 5 workers in the Infrastructure Department.

T 1.5.1

1.5. STATUTORY ANNUAL REPORT PROCESS

No .	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalize the 4th quarter Report for previous financial year	
4	Submit draft year 0 Annual Report to Internal Audit and Auditor-General	
5	Municipal entities submit draft annual reports to MM	

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6	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	August
8	Mayor tables the unaudited Annual Report	
9	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
10	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
11	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	September - October
12	Municipalities receive and start to address the Auditor General's comments	November
13	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report	
14	Audited Annual Report is made public and representation is invited	
15	Oversight Committee assesses Annual Report	
16	Council adopts Oversight report	December
17	Oversight report is made public	
18	Oversight report is submitted to relevant provincial councils	
19	Commencement of draft Budget/ IDP finalization for next financial year. Annual Report and Oversight Reports to be used as input	January

CHAPTER 2 – GOVERNANCE

INTRODUCTION TO GOVERNANCE

Mier Local Municipality exists to serve the needs of the community. Governance exists to ensure that the needs of the community are delivered in an efficient and effective manner. Governance ensures that clear processes, structures, controls are put in place on all matters or activities conducted by the municipality. This is done to strengthen and facilitate proper decision-making processes, strategic alignment, compliance, promotion of transparency and accountability.

Section 152 of the constitution Act 108 of 1996(1)

1. A municipal council must annually review
 - a. The needs of the community
 - b. Its priorities to meet those needs
 - c. Its process for involving the communities
 - d. Its organizational and delivery mechanism for meeting the needs of the community and
 - e. Its overall performance in achieving the objectives referred in sub – section 1

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Key Priority Issues as well as national and provincial strategic issues as encapsulated in various national and provincial plans are formed and aligned with the following National Key Performance Areas:

KPA 1: Basic Service Delivery

KPA 2: Municipal Institutional Development and Transformation

KPA 3: Local Economic Development

KPA 4: Municipal Financial Viability and Management

KPA 5: Good Governance and Public Participation

KPA 6: Spatial Development Planning

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

INTRODUCTION TO POLITICAL AND ADMINISTRATIVE GOVERNANCE

Chapter 7 of the Constitution Act 108 status of municipalities:

1. The local sphere of government consists of municipalities, which must be established for the territory of the Republic.
2. The executive and legislature authority of a municipality is vested in its municipal council.
3. A municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provided for in the constitution.
4. The national or provincial government may not compromise impede a municipality's ability or right to exercise its power or perform its function.

2.1 POLITICAL GOVERNANCE

INTRODUCTION TO POLITICAL GOVERNANCE

The Municipality consist of 7 Councillors. The Municipality is made of 4 wards, 4 of the 7 councillors are ward based, and the rest are proportional representatives. The municipality established Ward Committee in its 4 ward to strengthen public participation and entrench democracy.

The Municipality is a Plenary Municipality and don't have executive powers and functions and the council must meet every month. The portfolio committee meet on a monthly basis one week before the council meetings. The following portfolio committee was established during the year under review.

1. GOVERNANCE AND ADMINISTRATION

Chairperson : Cllr. S. Masikani

Members Cllr. M. Eiman

Cllr. J.J. Smith

2. ECONOMIC DEVELOPMENT AND INFRASTRUCTURE

Chairperson : Cllr. K.W. Dodds

Members Cllr. N. Joseph

Cllr. P. Farao

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3. HEALTH AND SOCIAL SERVICES

Chairperson : Cllr. M. Eiman
Members : Cllr. A. M. Titus
Cllr. N. Joseph/Cllr W Philander

4. FINANCE VIABILITY COMMITTEE

Chairperson: Cllr. K.W. Dodds
Members: Cllr. P. Faroa
Cllr. S. Masikane

B. MPAC COMMITTEE

Chairperson: Cllr. S. Masikani
Members: Cllr. K.W. Dodds
Cllr. N. Joseph/ Cllr W Philander



MAYOR / SPEAKER

Cllr M Eiman
ANC

POLITICAL STRUCTURE

Provides general political guidance over the fiscal and financial affairs of the Municipality
Reviews, reviews and evaluates the needs of the Municipality
Recommends to the Municipality council strategies, programmes and services to the maximum benefit to the community
Identifies, and develops criteria in terms of which progress in the implementation of the strategies programmes and services can be evaluated
Evaluates progress
Reviews the performance of the municipality in order to improve the economy, efficiency and effectiveness of the Municipality
Monitors the management of the municipality's administration
Oversees the provision of services to communities in a sustainable manner
Performs duties and powers as the council may delegate and the requirement of the MFMA.
Ensure that council meets on a monthly basis
Ensure that council meetings are conducted in accordance with the rules and orders of the council
Ensure compliance in the council and council with the Code of Conduct for Councillors



Cllr KW Dodds
ANC



Cllr AM Titus
DA

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Cllr S Masikani
ANC



Cllr PP Farao
COPE



Cllr N Joseph
ANC

Cllr JJ Smith
DA



Cllr W Philander
ANC

CHIEF WHIP
S. Masikani

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COUNCILLORS

The council performs both legislative and executive functions. It focuses on legislative, oversight and participatory roles. The council's role is to debate issues publicly and to facilitate political debate and discussion. The council plays a very active role in the operations of the Municipality. Apart from their functions as decision makers, Councilors are also actively involved in community work and the various social programs in the municipal area.

The Council of the Mier Local Municipality comprises of 7 elected Councilors, made up from 4 Ward Councilors and 3 Proportional Representation (PR) Councilors. The portfolio committees are made up of Councilors drawn from all political parties.

The municipality lose one of the ANC PR councilors, due to death and was replace in March 2016

Below is a table that categories the Councilors within their specific political parties and wards:

Name	Political parties	Ward	PR
S Masikani	ANC	Ward 1	
KW Dodds	ANC	Ward 2	
N. Joseph	ANC		X
W Philander	ANC		X
AM. Titus	DA	Ward 4	
M Eiman	ANC	Ward 3	
JJ. Smith	DA		X
PP. Faroa	COPE		X

POLITICAL DECISIONS

LIST ABOUT NOT COMPLETED COUNCIL RESOLUTIONS

2.2 ADMINISTRATIVE GOVERNANCE

INTRODUCTION TO ADMINISTRATIVE GOVERNANCE

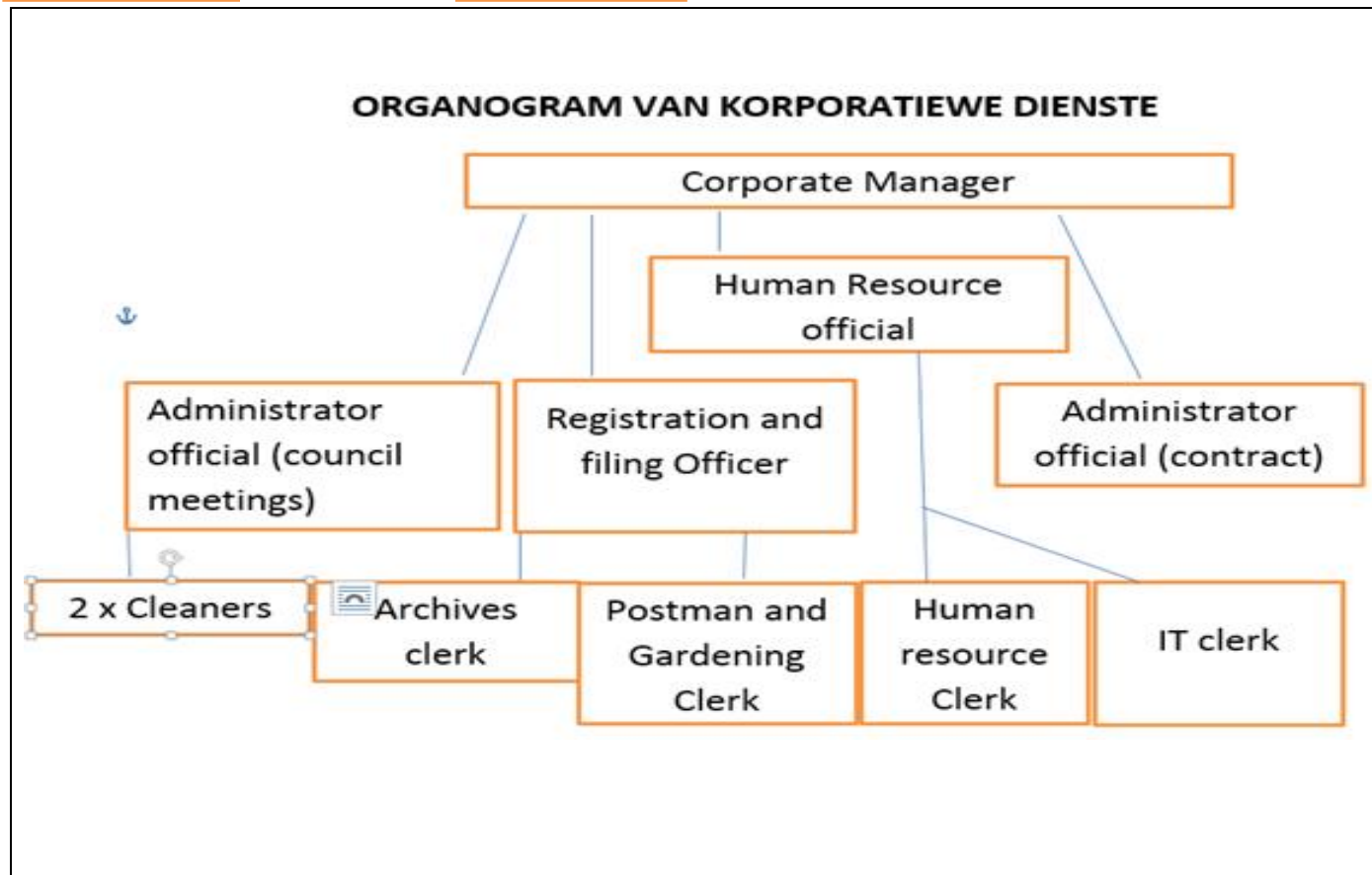
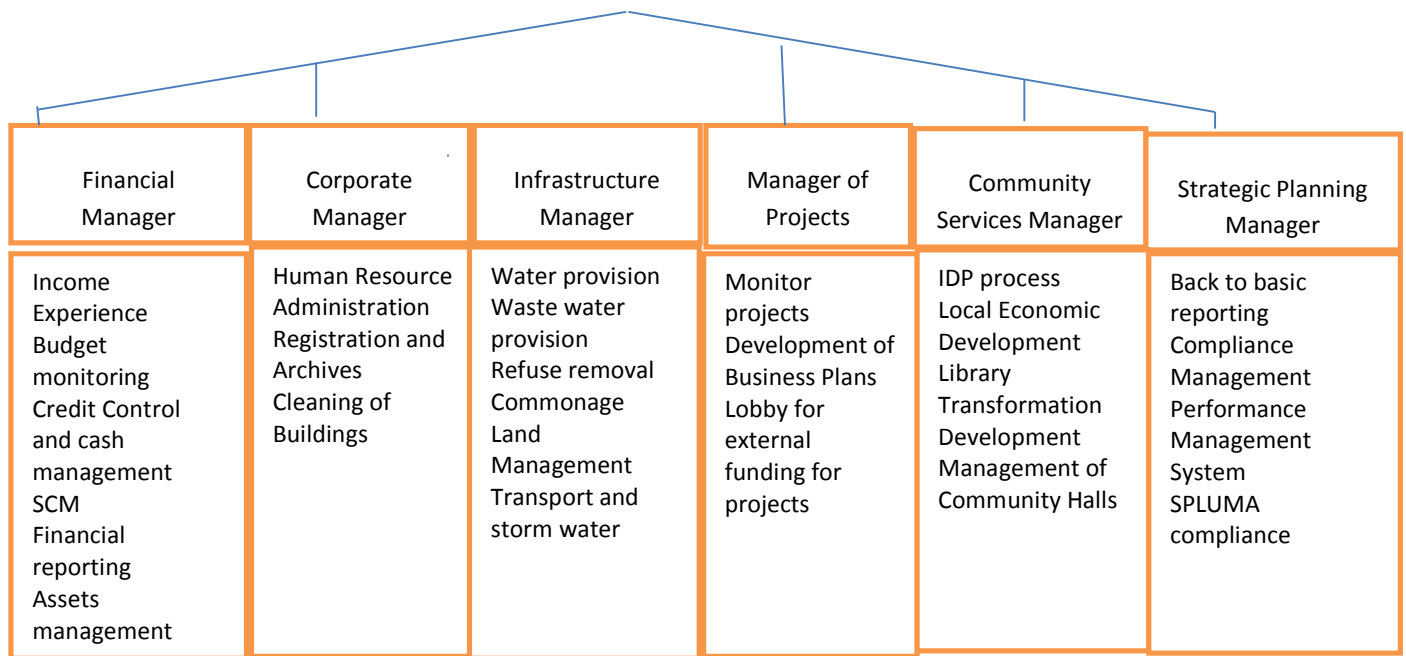
The Municipal Manager of a municipality was seconded from the District Municipality that is acting as the accounting officer of the municipality for the purposes of all relevant Municipal Acts and must provide guidance on compliance with legislations to political structures; political office bearers, and officials of the municipality and any entity under the sole or shared control of the municipality.

The administration component of Mier Local Municipality is headed by the acting Municipal Manager, who has 6 acting Managers who report directly to her in terms of Section 56 of the MSA. Furthermore, the Senior Management Team is responsible for compliance, policy and strategic reports for Council approval. Sitzings of senior meetings are conducted every week and bi-weekly.

ORGANOGRAM FOR TOP MANAGEMENT

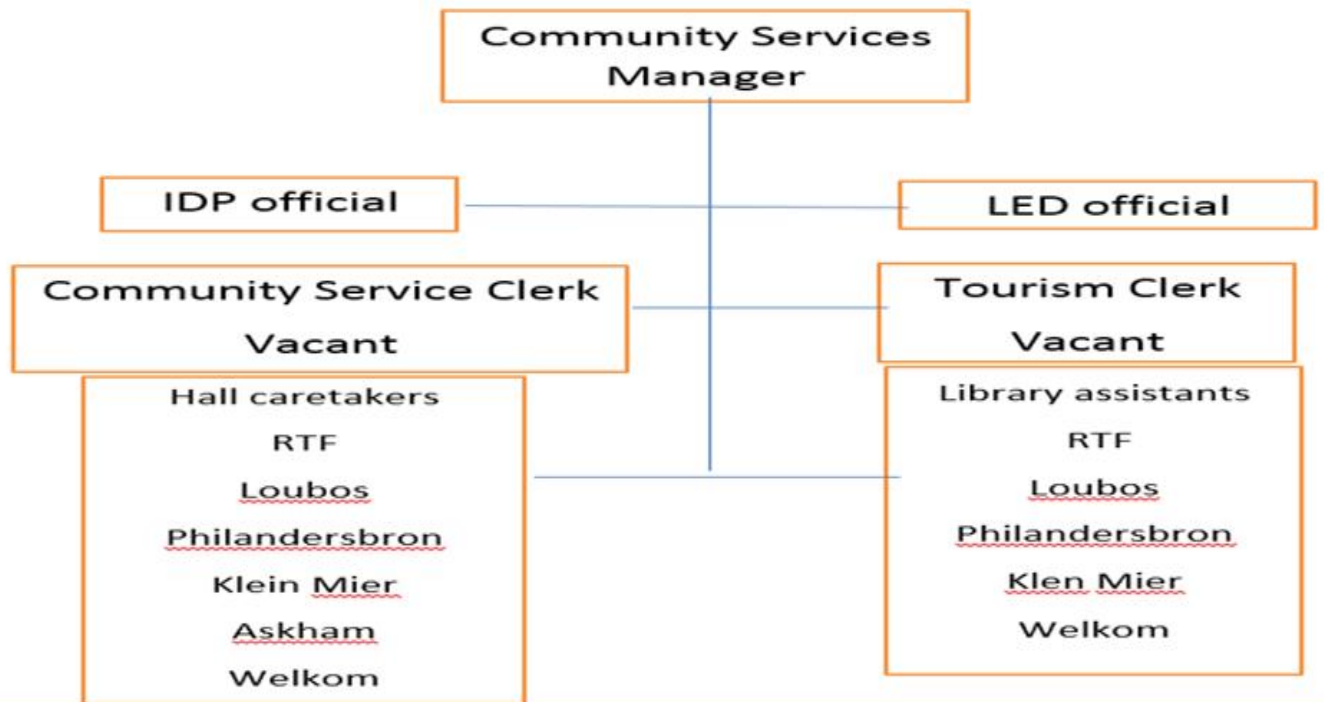
Municipal Manager

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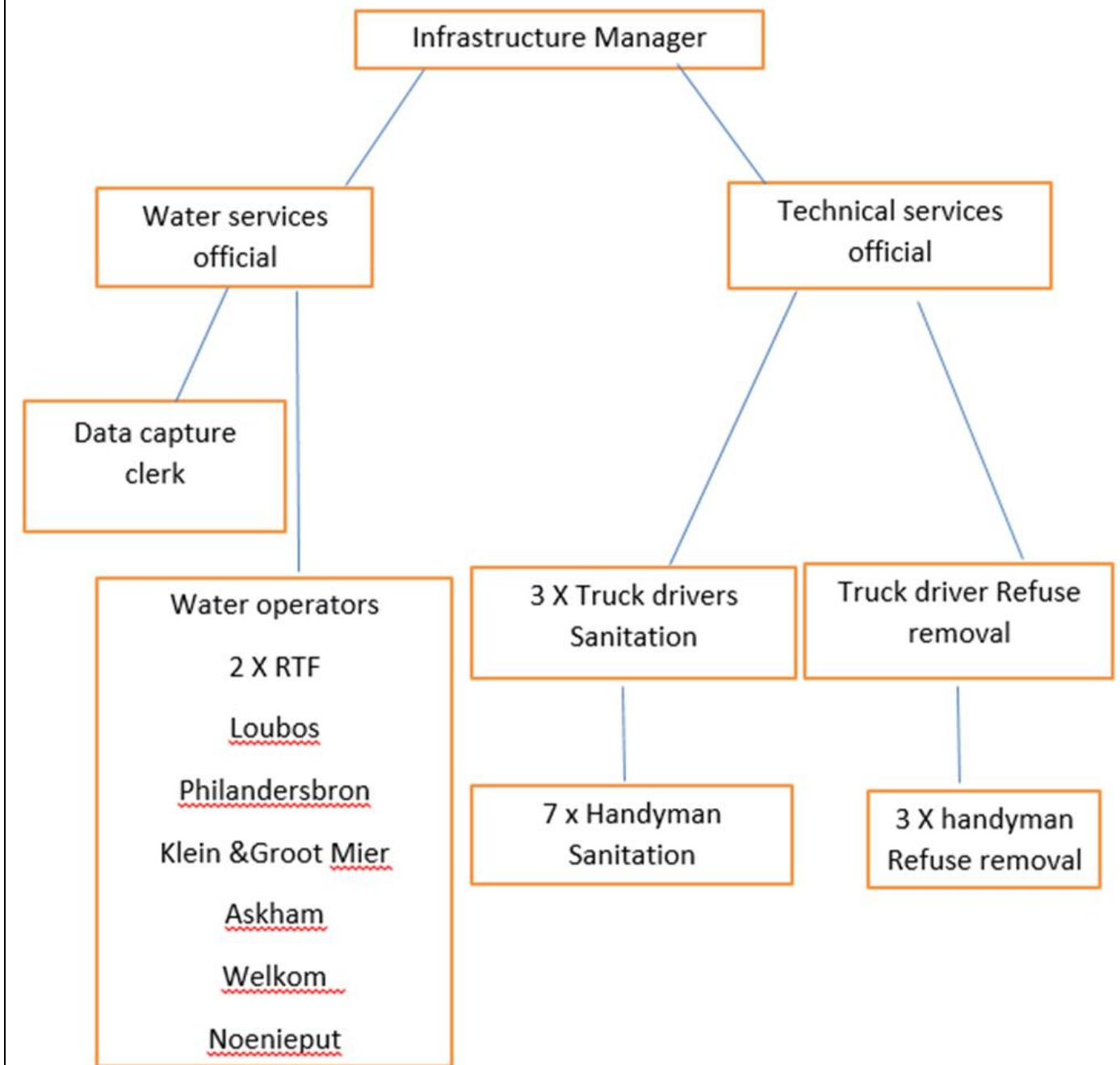
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ORGANOGRAM FOR COMMUNITY SERVICES

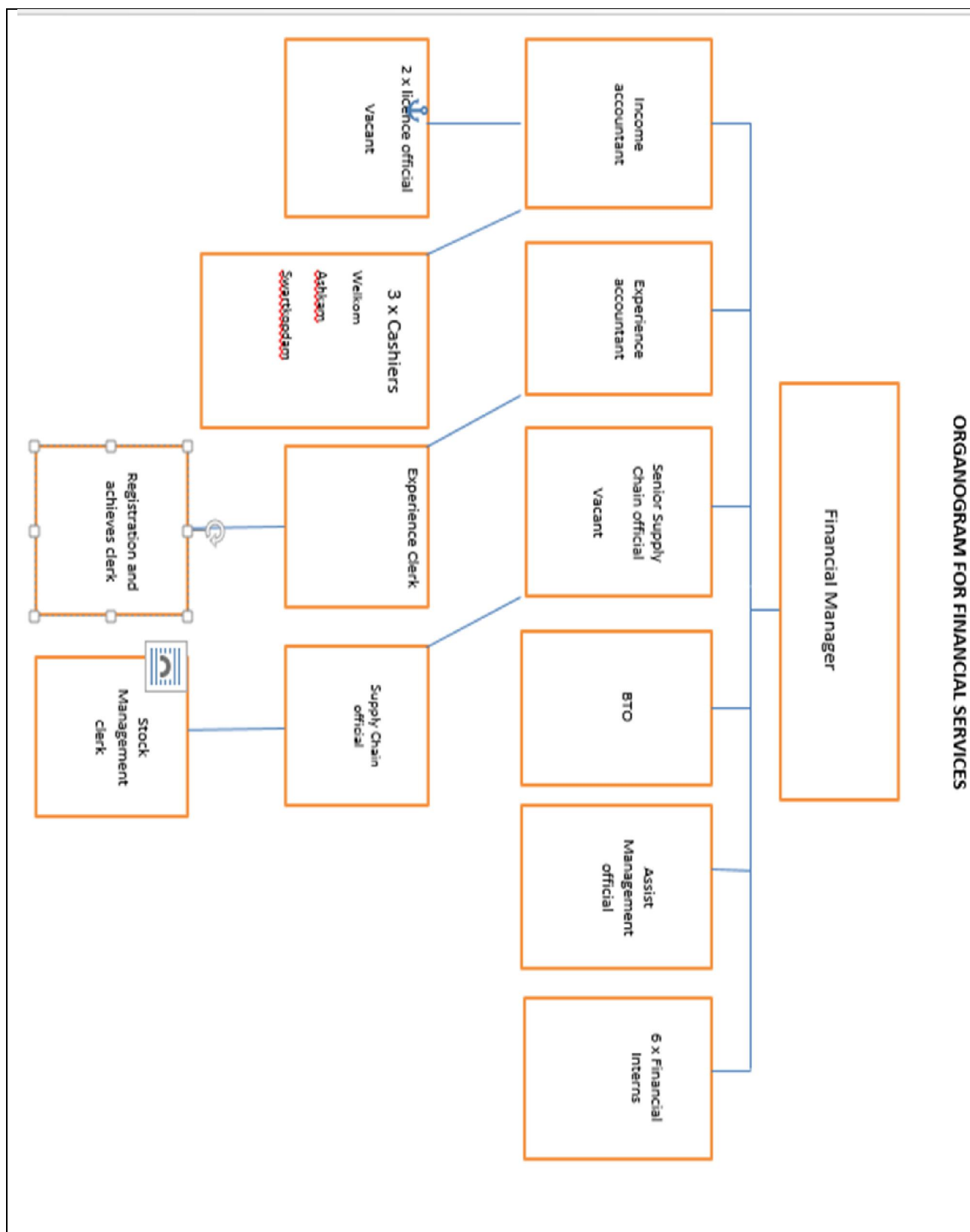


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ORGANOGRAM FOR INFRASTRUCTURE SERVICES



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COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.3 INTERGOVERNMENTAL RELATIONS

NATIONAL INTERGOVERNMENTAL STRUCTURES

The municipality had meetings with the Minister of rural development and land reform on the process of land that are classified as TRANCAA.

National Intergovernmental Structures

- SALGA National Assembly
- Municipal Managers National Forum

PROVINCIAL INTERGOVERNMENTAL STRUCTURE

The following meetings were attended to progress issues of mutual interest with provincial government to address policy and practice matters:

- Premier's Coordinating forum
- SALGA working groups
- Municipal Managers Forum
- Chief Finance Officers Forum

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- Provincial and IDP managers forums
- Disaster Management Forum
- Chief Audit Executive Meetings
- Expanded Public Works Program

The Municipality has for this year assist sector departments with their public participation processes,

DISTRICT INTERGOVERNMENTAL STRUCTURES

On a district level the seven local authorities have established:

- District Coordinating Forum
- District MM Forum
- District IDP Managers Forum
- Local Economic Development Forum
- HIV Aids Forum

The municipality did sign Service Level Agreements with the district of the following assists:

- Finance
- Cooperate Services
- Technical Services
- Project Management

The District also seconded the Municipal Manager to manager the administration of the Municipality.

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

Participation by the local community in the affairs of the municipality takes place through political structures for participation in terms of the Municipal Structures Act 117 of 1998 (such as ward committees). Furthermore, there are mechanisms, processes and procedures for participation in municipal governance established both in terms of legislation and policy.

The Mayor/Speaker of the Municipal Council plays an important role in coordinating public participation through ward committees, petitions committee, and public hearings. Again public participation is coordinated through the IDP and Budget public participation meetings. Community meeting was also set-up to make communities aware of the Demarcation process.

2.4 PUBLIC MEETINGS

COMMUNICATION, PARTICIPATION AND FORUMS

IDP RAP Forum

- Water quality and Quantity
- Upgrading/erection of toilet facilities
- Housing for the entire area
- Erection of High Mass Lighting
- Drafting of communication strategy

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- Need to upgrade streets/gravel roads
- Need for safety houses
- Upgrading of the commonage land in all towns/outer boundaries
- Eradication of Prosopis/"bloubos & Stinkbos
- Upgrading of connector roads (Philanderbron/Loubos)
- Upgrading of streets/building of paving streets
- Creation/Erection of playparks/sportfields
- Expanding of Libraries
- Noenieput/khomani San Township establishment
- Swartkopsdam/Groot Mier – Township establishment

COMMUNITY MEETINGS

PHILANDERSBRON:

- Waiting period of housing is too long
- Tar road for the Rietfontein to Philandersbron
- Title Deeds
- A need for toilets

LOUBOS:

- Process of RDP house is too slow
- Municipality does not tend to community's needs
- Building of a clinic and a safety house for social problem.
- Building of a new community hall

GROOTMIER:

- Sustainability and quality of water
- Upgrading of internal streets
- Movement Library services from school.
- Stand water taps

KLEIN MIER

- Playground for children
- Appointed of a CDW
- Installation and Shifting of electricity meter box
- Problems on Commonage Land
- Improvement of communication between community and council

WELKOM

- Sustainability and quality of water
- Animals control in towns
- Installation of water meters

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- Process of the clinic
- Mobile police station

ANDRIESVALE

- Improvement of communication between community and council
- Town establishment must be a standing item on the council meeting
- The language of the Khomani San must be recognised by Government.

ASKHAM

- Installation and Shifting of electricity meter box
- Availability of the new plots
- Installation of water meters
- Ratification of account numbers

RIETFontein

- Impact of the Kalahari East pipeline
- The judgements on destroy of government property
- More facts on the process of amalgamation of the Municipality
- Water problem in Vetrivier
- Process on the mining activities

SWARTKOPDAM

- Monthly receiving of municipal accounts
- Development of soccer for the youth
- The need for commonage land
- High tariff for the rental of the community hall
- Building of toilets
- Improvement of communication between community and council

NOENIEPUT

- Improvement of communication between community and council
- Town establishment must be a standing item on the council meeting

WARD COMMITTEES

KEY PURPOSES OF WARD COMMITTEES

- To enhance Ward Participatory Democracy and Accountability
- Assist Municipal in service delivery improvement
- Participate in the process of developing, reviewing and implementation of the Budget and IDP of Mier Local Municipality

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Ward committees serve as a vehicle for the Municipality to engage its local communities on their needs in deepening and broadening the participative governance. The establishment of ward committees creates an opportunity for each and every ward committee member to meet with the community with regard to the services expected from the municipality and also inform the municipality with the feedback thereof.

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward committee members	Committee established (Yes / No)	Number of monthly Committee meetings held during the year	Number of monthly reports submitted to Speakers Office on time	Number of quarterly public ward meetings held during year
Ward 1	Sabina Masikani (CIlr)	Yes	0	0	0
Ward 1	Daniel Basson	Yes	11	1	3
Ward 1	Christine Du Plessis	Yes	11	1	3
Ward 1	Dawid Brand	Yes	10	1	3
Ward 1	Willem Eiman	Yes	9	1	3
Ward 1	Valme Steenkamp	Yes	10	1	3
Ward 1	Katrina Du Plessis	Yes	10	1	3
Ward 1	Nadia Eiman	Yes	9	1	3
Ward 2	Katrina W Dodds (CIlr)	Yes	0	0	0
Ward 2	Daniel Britz	Yes	0	0	0
Ward 2	Mietha Josheph	Yes	0	0	0
Ward 2	Barbara Raats	Yes	1	6	1
Ward 2	Petrus. Philander	Yes	1	1	1
Ward 2	Getruida Moller	Yes	1	1	1
Ward 2	Rista Isaacs	Yes	1	1	1
Ward 3	Magrieta Eiman (CIlr)	Yes	7	2	1
Ward 3	Hendriena Willemse	Yes	6	2	1
Ward 3	Belinda Joseph	Yes	6	2	1
Ward 3	Hanna Pieterse	Yes	7	2	1
Ward 3	Jan J Basson	Yes	5	2	1
Ward 3	Hendrik V Moss	Yes	5	2	1
Ward 3	Rebea Farmer	Yes	6	2	1
Ward 4	Anna M Titus (CIlr)	Yes	12	1	3
Ward 4	Aletta Farmer	Yes	11	1	3
Ward 4	Regina Cupido	Yes	12	1	3
Ward 4	Jacobsa Friedberg	Yes	12	1	3
Ward 4	Elizabeth Maasdorp	Yes	12	1	3

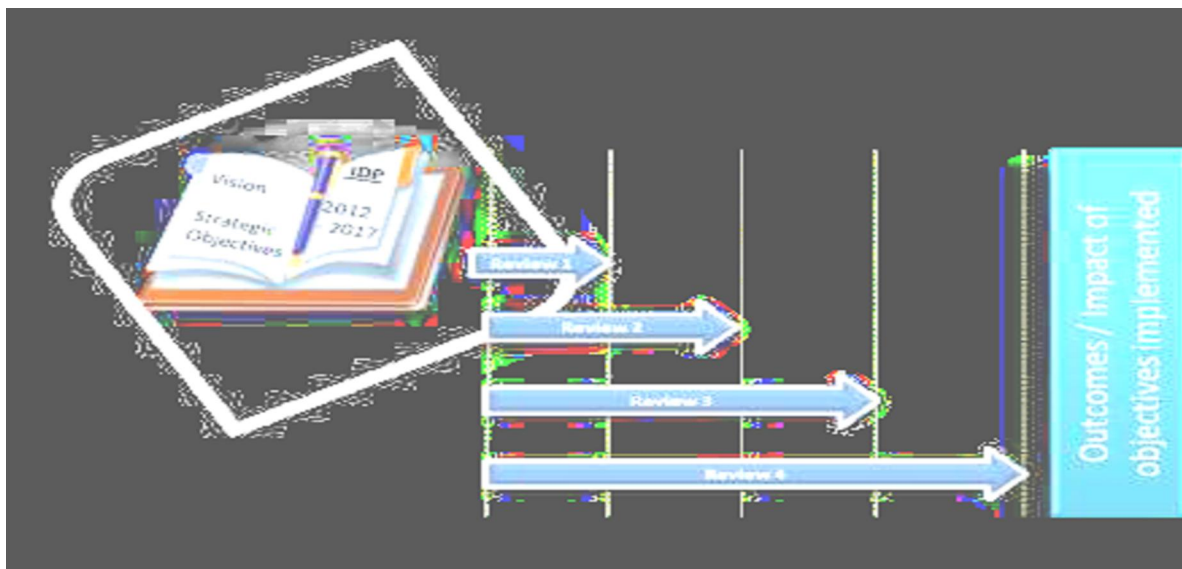
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Public Meetings						
Nature and purpose of meeting	Date of events	Number of Participating Municipal Councillors	Number of Participating Municipal Administrators	Number of Community members attending	Issue addressed (Yes/No)	Dates and manner of feedback given to community
IDP Meeting	14/09/2015	1	0	10		
IDP Meeting	15/09/2015	0	3	30		
IDP Meeting	05/10/2015	3	7	24		
IDP Meeting	05/10/2015	3	4	13		
IDP Meeting	06/10/2015	5	2	14		
IDP Meeting	06/10/2015	3	6	42		
IDP Meeting	06/10/2015	3	5	34		
IDP Meeting	07/10/2015	0	4	17		
IDP Meeting	07/10/2015	3	4			
IDP Meeting	08/10/2015	5	5	21		
IDP Meeting	08/10/2015	3	22	22		
IDP Meeting	12/10/2015	2	5	37		
Addisitional ward for new Mun	15/11/2016	5	4	55		
Addisitional ward for new Mun	16/11/2016	6	5	68		
Addisitional ward for new Mun	17/11/2016	5	7	53		
IDP Meeting, Budget and remaning of Mun	14/03/2016	3	3	29		
IDP Meeting, Budget and remaning of Mun	14/03/2016	2	4	54		
IDP Meeting, Budget and remaning of Mun	15/03/2016	3	24	16		
IDP Meeting, Budget and remaning of Mun	16/03/2016	6	3	10		
IDP Meeting, Budget and remaning of Mun	16/03/2016	4	4	17		
IDP Meeting, Budget and remaning of Mun	01/04/2016	4	3	21		
IDP Meeting, Budget and remaning of Mun	01/04/2016	3	3	19		
IDP Meeting, Budget and remaning of Mun	03/04/2016	5	3	45		

2.5 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	No
Does the budget align directly to the KPIs in the strategic plan?	No
Do the IDP KPIs align to the section 57 Managers	No
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	No
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	Yes

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IDP review process

COMPONENT D: CORPORATE GOVERNANCE

Ongoing local government reforms have provided a broad administrative framework for further improvements to occur. These include more stringent corporate governance requirements, greater flexibility and a focus on results and accountability.

2.6 RISK MANAGEMENT

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Mier Municipality Risk register 2015/2016					Strategic risks Senior Management													
Risk k. no.	Risk category	Objectives	Consequences	Root Cause	Risk	PRE- CONTROL Rating			H. M. L	Existing Controls	Post- CONTROL L Rating			H. M. L	Risk Response	Additional controls:	Action: 1. treat/ 2. tolerate/ 3. transfer/ 4.	Timefram e
						I	II	IP			I	II	IP					
1	Reputation, Regulatory (legislation & policies)	Enforced Compliance to policies and bylaws	Possible non compliance with structures act; MFMA; & Systems act	inadequate capacity; inadequate funds to develop/update policies and bylaws.lack of standardised policies	Lack of updated municipal policies and bylaws.	5	5	25	H	Each manager has a KPI to ensure the annual review of policies within the unit. National circulars.	4	5	20	H	Monitor	N/a	Treat	Annually
2	Fraud	Reduced fraudulent activities	Fraud and corruption within the municipality. Disruptions in operations.	Ineffective measures to detect and report fraud.non segregation of duties i.e no job descriptions.	Possible non compliance with the MFMA and treasury regulations	5	5	25	H	Fraud and corruption policy.	5	5	25	H	Unacceptable	Request from the district to assist in terms of fraud management 31 July 2015.	Treat	Annually 31 July 2015
3	Business Continuity	Continued operations in the event of a disaster	Discontinuation of operations. The municipality might be	Politics; natural disasters (fire; earthquakes; flood); bomb	Possible discontinuity of service delivery	5	5	25	H	N/a	5	5	25	H	Unacceptable	Currently busy with a draft Business continuity plan.	Treat	Annually
4	Employee matters	Ensuring continuity of operations through proper leave planning.	Possible discontinuation of operations	Possible improper leave planning. Appointment of unskilled staff. Lack of performing Vetting checks	Shortage of skills and staff	5	5	25	H	1. Maintenance of the leave system. 2. Departmental meetings will be held to discuss planning (monitoring and co-ordination with Weekly plan) 3. Recruitment policy in place	3	4	12	M	Monitor	N/a	Treat	1. Ongoing 2. Monthly 3. Annually
5	Water distribution	Water supply to the community	New debt to the municipality.	Buy out of water distribution from water board	Increase in water tariffs	5	5	25	H	n/a	5	5	25	H	Unacceptable	Funding application for prepaid meters to national departments.	Treat	31-Jul-16
6	Reputation, business continuity	continuous water supply	continuous water supply	Misuse of water by the community i.e livestock get water out of the domestic water system.	drying up of boreholes.	4	5	20	H	Prepaid system to control the usage of water;	5	4	20	H	Unacceptable	Repairing of water pumps. Usage of the kalahari east pipeline.	Treat	31-Jul-15

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Mier Municipality Risk register 2015 - 16					Operational risks Directorate: Finance Services													
Risk no.	Component/ Unit	Objectives	Consequences	Root Cause	Risk	PRE- CONTR L Rating			H, M, L	Existing Controls	Post- CONTR O Rating			H, M, L	Risk Response	Additional controls/ Actions to improve	Action: 1. treat/ 2. tolerate/	Timeframe
a1	Supply Chain Management	Ensure implementation of the supply chain management regulations and approved policy when Procuring goods and services.	Possibility of fraud and corruption by by-passing of SCM. Possible non compliance with laws and regulations which may lead to regression of audit opinion.	By-passing of the SCM process by end-user.	Possible non adherence with SCM regulations and policies	5	5	25	H	SCM policy in place.	5	5	25	H	Unacceptable	Workshop held 6 monthly with personell on the procedures of the SCM process.	Treat	Quarterly
a2		To ensure a credible and updated database system	Doing business with suppliers in service of state and suppliers which are not on the database. Fraud or theft. Audit queries	Updating of the supplier database may not be done timeously. Insufficient information to enhance your BBEE and SMME's empowerment. Supporting document of suppliers might be incomplete.	Possibly doing business with suppliers who are not registered on the database.	5	5	25	H	Updating of the SCM database on a monthly basis.	5	5	25	H	Unacceptable	Workshop held 6 monthly with personell on the procedures of the SCM process.	Treat	Quarterly
a3		Ensure compliance with laws and regulations	Possible fraud or theft	Lack of adequate controls over the storage facility	Non- compliance with SCM laws and regulations	5	5	25	H	Allocating of inventory form signed by parties at the storage facility.	4	4	16	H	Monitor	N/a	Treat	Ongoing
a4		Ensure accuracy of useful life may be incorrect	Audit queries. Accuracy of useful life cannot be determined.	Human error or negligence	Basis used in arriving at the remaining useful lives of the landfill sites may be incorrect	5	5	25	H	Consultants and engineers appointed to assist in accurate calculations. SLA signed with Consultants and engineers.	4	4	16	H	Monior	N/a	Transfer	Once off
a5	Asset Management	Ensure the safeguarding of assets of the municipality.	Possible loss or stolen municipal assets/property. Disruptions in operations.	In proper measures in place to ensure safeguarding of assets.	Safeguarding of assets may not be ensured.	5	5	25	H	N/a	5	5	25	H	Unacceptable	Forms develop for signing of temporary ownership of municipal assets end of August 2015. Engage with SAPS to request that they patrol the municipal property at night by end of August 2015.	Treat	End August 2015
a6		Effective management of council vehicles	Misuse of council of vehicles	Log sheet incomplete, possible unauthorised use of council vehicles, no inspection of vehicle before and after trip commences	Possible misuse of council vehicles.	5	5	25	H	Completion of log sheet and trip authorisation form for use of vehicles for all trips undertaken. 2.	5	4	20	H	unacceptable	Develop fleet policy. Inspection of vehicle before trip commences by asset officer and driver, before and after use. Reminders will be sent on a quarterly basis to officials to conduct vehicle inspection before use on a quarterly basis. (Accountability of drivers)	Treat	1. Daily 2. Daily 3. Daily 4. Quarterly 5. Weekly
a7	Budget Management			Mandates handed to the municipality with no budget	Unauthorised expenditure.	4	5	20	H	No internal Controls in place	4	5	20	H	Unacceptable	Constantly monitor the budget vs actual expenditure, taking into account the achievement of IDP targets.	Treat	Monthly
a8				Lack of reconcillations of the grants received	Material mistatements	4	5	20	H	Management has developed the grant register which will be reconcilled to the supporting documentation	4	5	20	H	Unacceptable	Management to engage with Provincial Treasury Internal Audit services to conduct internal audit,for testing of the controls	Treat	Monthly

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a9		To ensure that all monies received are captured on the system correctly	Possible theft or fraud. Possible loss of income. Defference to cash book and action cash.	Lack of reconcillations of the information captured from the source documents to the system.	Hand held receipts possibly not captured on the system	5	5	25	H	Manual receipts vs electronic system register in place	4	5	20	H	Unaccep table	Reconciliation of manual receipt vs electronic receipt.	Treat	Monthly
a10		Ensure accurate financial statements.	Mistatement of AFS information, resulting in audit queries.	Rates reconciliation not timeously prepared to identify and correct possible misstatements;	Misstatement identified between Property Billing, Valuation Roll and GL	5	5	25	H	Property rates reconciliation, billing vs evaluation roll, billing vs GL once a year.	3	4	12	M	Monior	N/a	Treat	Annually
a11	Revenue / Income Management	Ensure accurate financial statements.	No movement on debtors accounts because of invalid reference number.	Unknown deposits from debtors and cannot be resolved within 6 months.	Understatement of receivables with unallocated deposits	4	4	16	H	Separate vote created for temporay holding of monies received. Reference numbers included on the account of each debtor.	4	3	12	M	Monior	N/a	Treat	Once off
a12		Recover outstanding debt.	Accummalation of outstanding debt.	Credit control policy is not communicated and strictly implemented to ensure the recovery of debt.	Trade and other Receivables: Credit control policy not implemented	5	5	25	H	Policy will be reviewed and promulgated. Report to the Finance viability committee on a monthly basis.	5	5	25	H	Unaccep table	Annual awreness campaigne with community.	Treat	On-going
a13		To ensure compliance with laws and regulations.	Possibility of fraud and theft	Cheques do not corrlate with the amounts on the system. Incomplete documentation for processing payments	Non- compliance with laws and regulations (MFMA)	5	5	25	H	SNT Policy in place. System description in place. Checklist for processing of payments.	5	5	25	H	Monitor	N/a	Treat	On-going
a14	Expendit ure manage ment	To deminish Unauthorised, Irregular, Fruitless and Wasteful Expenditure	Regression in audit opinion. Non compliance with the MFMA.	Lack of internal controls systems in place	Unauthorised, Irregular, Fruitless and Wasteful Expenditure	5	5	25	H	Reporting to the finance viability committee and council on a monthly basis.	5	5	25	H	Unaccep table	Investigate the extent of iirregular, fruitless and wastefull expenditure and the outcome to be reported in the 2015-16 financial year. The register for fruitless and Wastefull Expenditure and irregular expenditure to be developed.	Treat	Quarterly
a15		To deminish Fruitless and Wasteful Expenditure:	Regression in audit opinion. Non compliance with the MFMA.	Lack of internal controls systems in place	Fruitless and Wasteful Expenditure: Schedule does not agree to the annual financial statements	5	5	25	H	Reconciliation to be done on a annual basis and reviewed by a senior official	5	5	25	H	Unaccep table	The disclosure notes to be reviewed and prepared by Senior official prior to submission for audit purpose.	Treat	Quarterly
a16	BTO	Timely submission of reports to Provincial Treasury.	Financial system switch off late. Late receipt of equitable share to Mier.	Late submission of reports to Provincial treasury. Untimely receipt of information from Expenses and Income.	Non compliance with laws and regulations	5	5	25	H	Quarterly departmental meetings	5	5	25	H	Monitor	N/a	Treat	Quarterly

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Mier Municipality					Operational risks													
Risk register 2015 - 16					Directorate: Technical Services													
Risk no	Component/ Unit	Objectives	Consequences	Root Cause	Risk	PRE-CONTROL Rating			H	Existing Controls	Post-CONTROL Rating			H	Risk Response	Additional controls/ Actions to improve	Action: 1. treat/ 2. tolerate/ 3.	Timeframe
						L	M	H		L	M	H						
b1	Water	Ensure compliance with the constitution.	Basic service delivery to the community cannot be rendered	Low rain fall region. No rivers. Make use of	Shortage of water reservoirs in the Mier region.	5	5	25	H	Make use of boreholes (underground water) to supply	5	5	25	H	Unacceptable	Make use of the kalahari east pipeline to supply water to	Treat	15-06-30
b2		Supply of consumable friendly water to the community	Health issues (desease outbreak) . Non-compliance with the constitution.	Lack of water purifying system in the region.	Possible poor Water quality	5	5	25	H	Water samples taken and reported to standing committees	5	5	25	H	Monitor	N/a	Treat	Monthly
b3	Sanitation	Regulate access to oxidation dam.	Drowning of members of the public. Lawsuits to the municipality	Children climb over current fence and could drown in the dams.	Inadequate fencing at the oxidation dam at Rietfontein.	5	5	25	H	Already built Fence at the oxidation. Gates are closed with locks.	5	5	25	H	Unacceptable	Budget input to upgrade the current fence by 31 December 2015.	Treat	15-12-31
b4		Ensure oxidation takes place	Long term health issues.	Lack of oxidation dams and pumps within the region	Non-compliance with applicable laws and regulations	5	5	25	H	Oxidation dams in reitfontein. Environmental impact studies done in Loubos	5	5	25	H	Unacceptable	Askham will receive a oxidation dam by 30 June 2016	Treat	16-06-30
b5	Garbage disposal	Ensure compliance with applicable laws and	Long term health issues to municipal workers. Lawsuits. Non compliance with applicable	Municipal workers ("Nutsman vullis") do not receive regular	Lack of municipal policy in terms of garbage disposal	5	5	25	H	N/a	5	5	25	H	Unacceptable	Develop municipal policy for garbage disposal	Treat	
b6		Ensure compliance with laws and regulations	Polution.	Unregister garbage disposal sites/areas. Burning of	Non-compliance with laws and regulations	5	5	25	H	District EH practitioner submit reports to council. Reports to standing	5	5	25	H	Monitor	N/a	Treat	

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Mier Municipality					Operational risks												
Risk register 2015 - 16					Directorate: Corporate Services												
Risk no	Component/ Unit	Objectives	Consequences	Root Cause	Risk	PRE-CONTROL Rating (N/NEP/L)	PRE-CONTROL M	Existing Controls	POST-CONTROL Rating (N/NEP/L)	POST-CONTROL M	Risk Response	Additional controls/ Actions to improve	Action: 1. treat/ 2. tolerate/ 3. transfer/ 4.	Timeframe			
c1	HR	Ensure compliance with the approved HR recruitment policy	Hampering of Service Delivery. Conflict in the working environment	The leadership did not evaluate the competence of staff across the organisation and from outsourced service providers in relation to established policies and practices and did not act as necessary to address the shortcomings.	By-passing of the approved HR recruitment policy during appointment	5	5	25	H	3	2	6	L	Monitor	N/a	Treat	Annually
c2	HR	Adherence of the approved organisational structure.	Appointment officials who are not budgeted for.	Poor planning	Filling of non existent vacancies on the organogram.	5	5	25	H	5	5	25	H	Monitor	N/a	Treat	Annually Monthly
c3	HR	Ensure the appointment of vacant positions on the organogram.	Non-compliance with legislation. Possible Audit queries.	Poor planning; lack of scarce skills; lack of immediate response to fill vacant positions; political interference; lack of communication between stakeholders.	Failure to fill vacancies on the organogram	5	5	25	H	5	5	25	H	Monitor	N/a	Treat	Annually
c4	HR	Ensure effective maintenance and controls over leave management	Leave accrual, resulting in high Financial implication	Non-completion of attendance registers. Incomplete leave forms. Non-adherence to leave arrangements.	Poor leave Management	5	5	25	H	4	3	12	M	Unacceptable	Departmental meetings to address the leave reports from HR.	Treat	Annually Monthly Quarterly
c5	Administration	Timely submission of agenda items to council	Delay in council agendas to councillors. Non-compliance with legislation.	Untimely submission of agenda items from management to Administration.	Untimely submission of agenda items to council	5	5	25	H	5	5	25	H	Unacceptable	Imis sent to directors to ensure managers submit agendas on a timely basis.	Treat	Monthly Quarterly

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Mier Municipality				Operational risks															
Risk register 2015 - 16				Directorate: Corporate Services (IT)															
Risk Identification							Risk Analysis								Response Planning				
Ri Id	Risk Category	Control Area	Objective	In place/ Planned	Risk	Root Cause	Impe	Likelihood	Mat score	Priori	Existing Controls	Impe	Likelihood	Mat score	Priori	Risk Response	Actions to improve	Action: 1. avoid/ 2. tolerate/ 3. transfer/ 4. terminate	Timeframe
c6	IT System Security	IT Security roles & responsibilities	Access to server room must be controlled by token or biometric scanners to log access to the sever room	Planned	Unrestricted access to the server room	No approved policy in place as well as buget constraints.	5	5	25	H	None	5	5	25	H	Unacceptable	Installation of token or biometric access	Treat	30-Dec-16
c7	IT Governance	IT systems and processess	Manage IT systems and processess in accordance with laws and regulations	Planned	Lack of IT governance	No approved IT policies in place. No IT structure in place.	5	5	25	H		5	5	25	H	Unacceptable	Compile and adopt IT governance documents through council by 30 June 2017.	Treat	30-Jun-17
c8	IT Contingency Plan	IT Disaster Recovery planning	Business continuity	In place	Business continuity might be hampered	No BCP process manual in place	5	5	25	H	N/a	5	5	25	H	Unacceptable	Develop abd adopt a Business continuity plan and an accompanying BCP implementation plan by 30 June 2017	Treat	30-Jun-17
c9	Continuous Skills development	IT Staff Skills and Training	Continuous professional development	In place	Shortage of skills within the IT office.	No regular training received for the IT personnel. Lack of funding	5	5	25	H	N/a	5	5	25	H	unacceptable	Develop a training program for the IT personnel and submit to HR to include on the WSP by 30 June 2016	Treat	30-Jun-17
c11	IT System Security	IT Security roles & responsibilities	Segregation of duties	Planned	Segregation of duties may not be possible	No IT security Officer. No segregation of IT staff roles and responsibilities	5	5	25	H	N/a	5	5	25	H	Unacceptable	Request to appoint additional staff member to the IT unit by 31 December 2016	Treat	30-Dec-16
	IT System Security	IT Software	Creating an Active Directory (AD).	Planned	Possible password sharing; unauthorised	Time consuming and lack of IT staff.	5	5	25	h	User account management policy	5	5	25	H	Unacceptable	To create an AD for proper password managemnt.	Tolerate	30-Jun-17

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Mier Municipality Risk register 2014/2015 - 16					Operational risks Directorate: Office of the MM																	
Risk no	Component/ Unit	Objectives	Consequences	Root Cause	Risk	PRE-CONTROL Rating		PRE-CONTROL	PRE-CONTROL	PRE-CONTROL	PRE-CONTROL	PRE-CONTROL	PRE-CONTROL	PRE-CONTROL	POST-CONTROL Rating	POST-CONTROL	POST-CONTROL	Risk Response	Additional controls/ Actions to improve	Action: 1. treat/ 2. tolerate/ 3. transfer/ 4.	Timeframe	
d1	Internal Audit	Ensure compliance with the MFMA section 165	Non-compliance with King III and the MFMA section 165 resulting in external audit findings.	Lack of management support, lack of audit structure (no senior auditor) Lack of resources	Possible non compliance the MFMA section 165	5	5	25	H						5	5	25	H	Monitor	N/a	Treat	Quarterly
d2		Ensure compliance with the MFMA section 166	Non-compliance with King III and MFMA section 166 resulting in external audit findings.	Lack of funding	Possible non compliance with the MFMA section 166	5	5	25	H						5	5	25	H	Unacceptable	Sending of memorandum to the municipal manager to appointment Audit Committee.	Treat	Sep-15
d3		Reasonable assurance provided on the effectiveness and efficiency of controls	Non-compliance with King III and MFMA section 166 resulting in external audit findings.	Lack of corporation/ign orance/buy-in of senior management. IA staff capacity	Non implementation of internal audit recommendations	5	5	25	H						5	5	25	H	Unacceptable	Implementation of audit follow-ups on a quarterly basis.	Treat	Quarterly
d4		To be on track with new developments and trends of the internal audit profession.	Non-compliance with the IIA standards.	Possible budget constraints. Ignorance on the importance to the 40 compulsory CPD hours.	Non compliance with CPD hours	5	5	25	H	N/a					5	5	25	H	Unacceptable	Attendance of northern cape IA forum meetings to discuss provision of training at lower cost.	Treat	1. Annually 2. Quarterly 3. Quarterly
d5	Risk Management	Ensure compliance with King III, the MFMA and the public sector risk management framework	Non-compliance with King III, the MFMA and the public sector risk management framework	Lack of funding to appoint competent risk personnel and inadequate participation of management towards risk management	Lack of credible risk register and monitoring thereof.	5	5	25	H						5	5	25	H	Unacceptable	Send a formal request (letter) to the district municipality to render assistance on matters pertaining to risk management by 30 September 2015.	Treat	30-Sep-15
d6		Ensure compliance with King III, the MFMA and the public sector risk management framework	Non-compliance with King III, the MFMA and the public sector risk management framework	Lack of funding to appoint an external chairperson	Lack of a established risk management committee	5	5	25	H	N/a					5	5	25	H	Unacceptable	Send a formal request (letter) to Provincial treasury to temporarily appoint a chairperson internally by 31 September 2015.	Treat	30-Sep-15
d7	Fraud management	Mitigation of Fraud and corruption	Financial losses resulting in the non-achievement of objectives. Non-compliance with laws and regulations.	Lack of funding to establish a fraud management unit.	Possibility of fraud or theft or corruption	5	5	25	H						5	5	25	H	Unacceptable	Send a formal request (letter) to the district municipality to render assistance on matters pertaining to fraud management by 30 September 2015.	Treat	30-Sep-15
d8	PMU	Ensure the timeous completion of projects	Audit queries. Loss of funding	Negligence. Bid Committee does not adhere to the meeting schedule. Timeous completion of the SCM function	Non adherence to the project implementation plan	5	5	25	H						5	5	25	H	Monitor	N/a	Treat	Per project
d9		Ensure the completion of quality projects	Poor quality work rendered by the service provider.	Negligence. Bid Committee does not effectively consider the specifications during awarding of a project	Lack of skills and competencies of the service provider per project.	5	5	25	H						5	5	25	H	Monitor	N/a	Treat	Per project
d10	PMS	Implement measurements to determine progress in the medium and long term within the municipality	Non-compliance with the national framework of performance information. (National Treasury)	The KPI's may not be aligned to the "SMART" principles.		5	5	25	H						3	5	15	M	Monitor	N/a	Treat	6 Monthly
d11		To assess whether the municipality is doing right, based on the targets set on the IDP	Skewed reporting (Incorrect reflection progress made)	The credibility of evidence may not be adequate/sufficient presented by managers.	Possibility that the collecting, collating and reporting on predetermined objectives may be ineffective.	4	4	16	H						1	2	2	L	Monitor	N/a	Treat	1. Quarterly 2. Quarterly
d12		To set targets, monitor and review performance based on indicators linked to the Integrated Development Plan (IDP)	Non-achievement of set KPI's in the SDBIP and the annual performance report.	Possibility of KPI's may not be attainable.		4	4	16	H						3	3	9	L	Monitor	N/a	Treat	1. Quarterly 2. 6 Monthly
d13		Timely completion and submission of evaluation reports of quarterly assessments to stakeholders.	Non-compliance with statutory requirements	Lack commitment from departments to complete quarterly assessments on time. Non adherence to the performance assessment schedule.	Untimely submission of performance reports to stakeholders might occur.	5	5	25	H						5	5	25	H	Monitor	N/a	Treat	Quarterly

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Municipality register 2015 - 16				Operational risks Directorate: Community Services															
Component/ Unit	Objectives	Consequences	Root Cause	Risk	PRE- CONTR L Rating			H , M , L	Existing Controls	Post- CONTR OL			H , M , L	Risk Respons e	Additional controls/ Actions to improve	Action: 1. treat/ 2. tolerate	Timefra me		
					IL	II	IR			IL	II	IR							
GOP (IDP)	Develop and credible IDP	IDP may not be credible. Audit queries. Community unrest.	Poor planning between sector departments and the Mier municipality. Lack of attendance of the forum meetings by stakeholders. Lack of understanding of the IDP process. No criteria for prioritisation of Community projects.	Possible non-integration of sector programs	5	5	25	H	Monthly ward committee meetings. Councilors and management meet with community to address the IDP (Quarterly meeting).	5	5	#	H	Unacceptable	Annual awareness campaigns via news letter to community	Treat	7 Days before the twice per annum meeting		
LED	To promote economic growth and reduce poverty within the district.	Lack of creating the required platform for both the LED unit and business	Non- attendance of LED forum meetings by stakeholders	Lack of performance (SDBIP-KPI)	4	4	16	H	Send communication/ invite a month before every meeting and confirmation on attendance a week after invites.	4	4	#	H	Monitor	N/a	Treat	Monthly		
Tourism	To grow the potential tourism industry for economic well being.	Decrease of tourist visitation to the region, resulting in loss of source of income for entrepreneurs and small businesses.	Budget constraints	Failure to promote Tourism	4	4	16	H	Request for funding via budget input to finance dept. on a 6 monthly basis.	4	4	#	H	Monitor	N/a	Treat	6 monthly		
Library	Ensure that spending of the grant is aligned to the business plan.	Possible reduction in the library gant.	Poor planning and lack of capacity.	Non compliance with the Business plan	4	4	16	H	Monthly reporting to the Finance viability committee.	4	4	#	H	Unacceptable	Request via meeting with finance to submit reconciliation reports of the business plan compared to the grant Qaurterly.	Treat	Monthly Quarterly		

2.7 ANTI-CORRUPTION AND FRAUD

FRAUD AND ANTI-CORRUPTION STRATEGY

The fraud and anti-corruption policy is in place. No investigation has been conducted due to shortage of staff and limited budget.

2.8 SUPPLY CHAIN MANAGEMENT

MFMA section 110 - 119; SCM Regulations 2005; and relevant MFMA circulars set out required processes and guidance manuals to help ensure that SCM arrangements provide appropriate goods and services, offer best value for money and minimize the opportunities for fraud and corruption.

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The SCM Policy and Procedure Manual were reviewed during the financial year, as to cater experienced challenges, intensify controls, streamline processes and promote fairness, cost-effectiveness, efficiency and local economic development.

2.9 BY-LAWS

By-laws Introduced during 2015/2016					
Newly Developed	Revised	Public Participation Conducted Prior to Adoption of By-Laws (Yes/No)	Dates of Public Participation	By-Laws Gazetted* (Yes/No)	Date of Publication

The Spatial Planning and Land Use Management Act, 16 of 2013 on 1 July 2015 has necessitated the promulgation of a By-Law to ensure that the Municipality can give effect to its obligations

2.10 WEBSITES

The Mier Local Municipalities website can be found at www.miermun.co.za

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Municipal Website: Content and Currency of Material		
Documents published on the Municipality's / Entity's Website	Yes / No	Publishing Date
Current annual and adjustments budgets and all budget-related documents	No	
All current budget-related policies	No	
The previous annual report (Year -1)	No	
The annual report (Year 0) published/to be published	No	
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act (Year 0) and resulting scorecards	No	
All service delivery agreements (Year 0)	No	
All long-term borrowing contracts (Year 0)	No	
All supply chain management contracts above a prescribed value (give value) for Year 0	No	
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during Year 1	No	
Contracts agreed in Year 0 to which subsection (1) of section 33 apply, subject to subsection (3) of that section	No	
Public-private partnership agreements referred to in section 120 made in Year 0	No	
All quarterly reports tabled in the council in terms of section 52 (d) during Year 0	No	

COMMENT MUNICIPAL WEBSITE CONTENT AND ACCESS:

Website is active. Mier Local Municipality maintain the Website and upload information on a regularly basic. The website Policy is not fully implemented due to the limited budget and cash flow of the Muninicipality. The internet connection speed is slow to import of data on the website is one of the biggest challenge.

2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

For the year under review, the municipality did not conduct the public satisfaction survey.

CHAPTER 3 – SERVICE DELIVERY PERFORMANCE (PERFORMANCE PART I)

INTRODUCTION

Performance management is a process which measures the implementation of the organization's strategy, as set by Council and targets, as developed as part of a public participation process. It is also a management tool monitor the impact of service delivery by the Municipality. Thus performance management provides the mechanism to measure whether targets and strategic goals are met, as set by and for the organization and its employees.

COMPONENT A: BASIC SERVICES

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Mier Municipality provides basic services to the main town Rietfontein and eight surrounding towns. Services includes: Water supply, sanitation and refuse removal. To deliver standard and sustainable services to these different towns a lot of factors should be considered, like: Distances between towns, old trucks, gravel roads, equipment and the financial sustainability.

The Municipality also receive a grant to supply free services and 6 kl water to indigent household for extra support. Indigent registers is updated yearly.

Challenges are hard, but the Municipality are doing its best in providing better efficient and sustainable services to its communities.

Electricity are solely being provided by Eskom, but Mier Municipality still do the applications on behalf of the inhabitants of Mier that are on the indigent list to receive the basic monthly free electricity as part of the free services to them.

The Municipality is the sole service provider for the services of water, refuse removal, sanitation removal and roads (internal). There has been projects during the year to address challenges/backlogs and needs for basic service delivery. The municipality have big projects to ensure effective, efficient and sustainable services to its communities.

3.1. WATER PROVISION

Mier Municipality provides underground (borehole) water as a service to the following towns:

- Rietfontein
- Loubos
- Philandersbron
- Askham
- Welkom
- Noenieput
- Klein Mier
- Groot Mier
- Swartkopdam

The Mier Local Municipality strives towards giving its people sustainable clean drinking water, and also to maintain and upgrade its water networks. Through this the Department of water affairs completed 95% of the project in this financial year with one of its biggest projects the Kalahari East Pipeline, by this the Municipality can provide clean and healthy water to some its communities. The Municipality also strive in making its blue drop water microbiological limits aren't exceeded and that its total coliform count are 0, in all of its towns in which the municipality supply the water as a service. The Municipality do monthly monitoring of the water by sending samples to the Labratoruim for testing.

Challenges

- Not be able to supply communities with safe and clean water.
- Long distances between towns where services should be delivered.
- Not enough funds to buy necessary equipment and tools where needed.
- Lack of funds as a whole within municipality to maintain vehicles.
- Limited vehicles.

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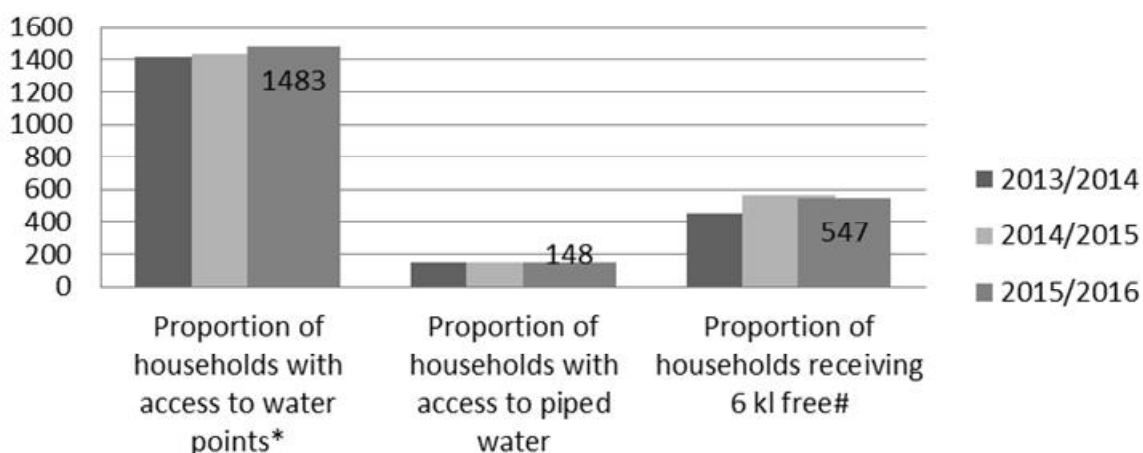
- Lack of service providers.
- Bad roads where services should be delivered.

Water Service Delivery Levels				
Description	2012/2013	2013/2014	2014/2015	Households 2015/2016
	Actual No.	Actual No.	Actual No.	Actual No.
Water: (above min level)				
Piped water inside dwelling	1	1	1	1
Piped water inside yard (but not in dwelling)	1	1	1	1
Using public tap (within 200m from dwelling)	1	1	1	1
Other water supply (within 200m)				
<i>Minimum Service Level and Above sub-total</i>	2	2	2	2
<i>Minimum Service Level and Above Percentage</i>	100%	94%	94%	94%
Water: (below min level)				
Using public tap (more than 200m from dwelling)				
Other water supply (more than 200m from dwelling)	–	–	–	–
No water supply	–	0	0	0
<i>Below Minimum Service Level sub-total</i>	–	0	0	0
<i>Below Minimum Service Level Percentage</i>	0%	6%	6%	6%
Total number of households*	2	2	2	2

Households - Water Service Delivery Levels below the minimum						
Description	2012/2013	2013/2014	2014/2015	Households 2015/2016		
	Actual No.	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal Settlements						
Total households	1	1	1	1	1	1
Households below minimum service level	0	0	0	0	0	0
Proportion of households below minimum service level	3%	3%	3%	3%	3%	3%
Informal Settlements						
Total households	0	0	0	0	0	0
Households below minimum service level	0	0	0	0	0	0
Proportion of households below minimum service level	37%	37%	37%	37%	37%	37%

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Access to Water



Employees: Water Services					
Job Level	2014/2015	2015/2016			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
N/A	9	11	8	3	27%
Total	9	11	8	3	27%

3.2 WASTE WATER (SANITATION) PROVISION

INTRODUCTION TO SANITATION PROVISION

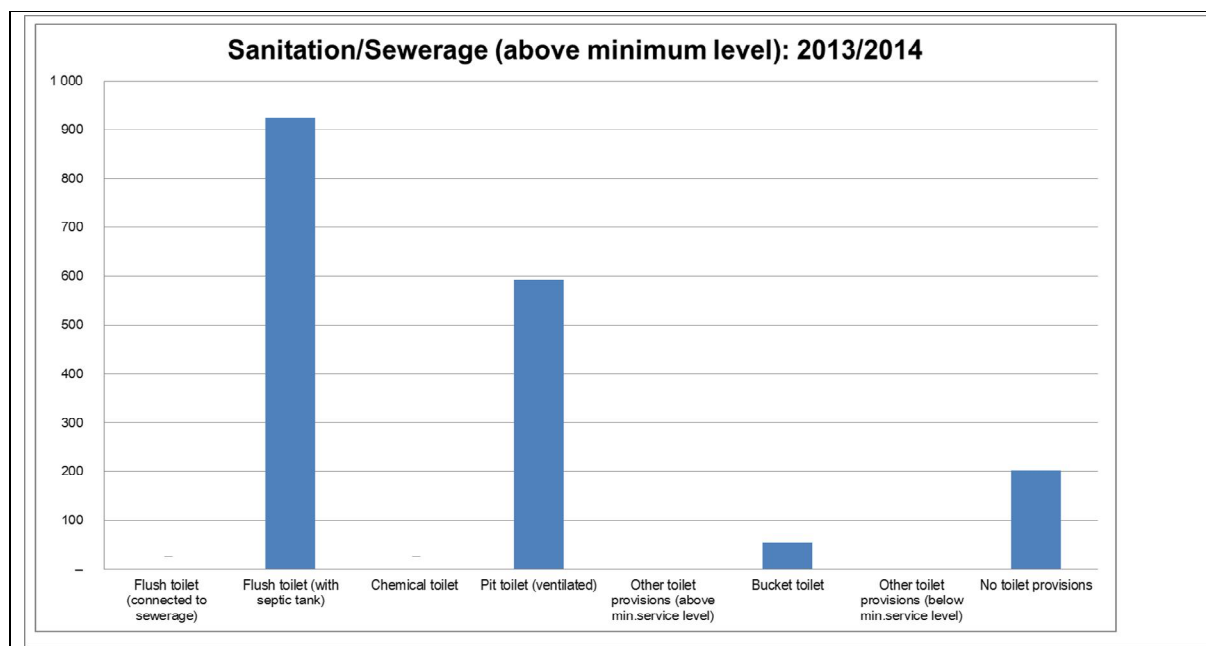
Mier Municipality provides sanitation as a service to all of its surrounding towns. For the past year the Municipality has been using only 3 trucks to serve all of its nine town in a best possible way. The trucks must serve more than 20 km per day and 66.66% of trucks already exceeds they life cycle. Due to the limited water 85% of the community is using the VIP/UDS toilets system.

Challenges

- Lack of funds.
- Vehicles that are older than ten years.
- Few oxidation ponds (not all towns has).
- Long Distances.

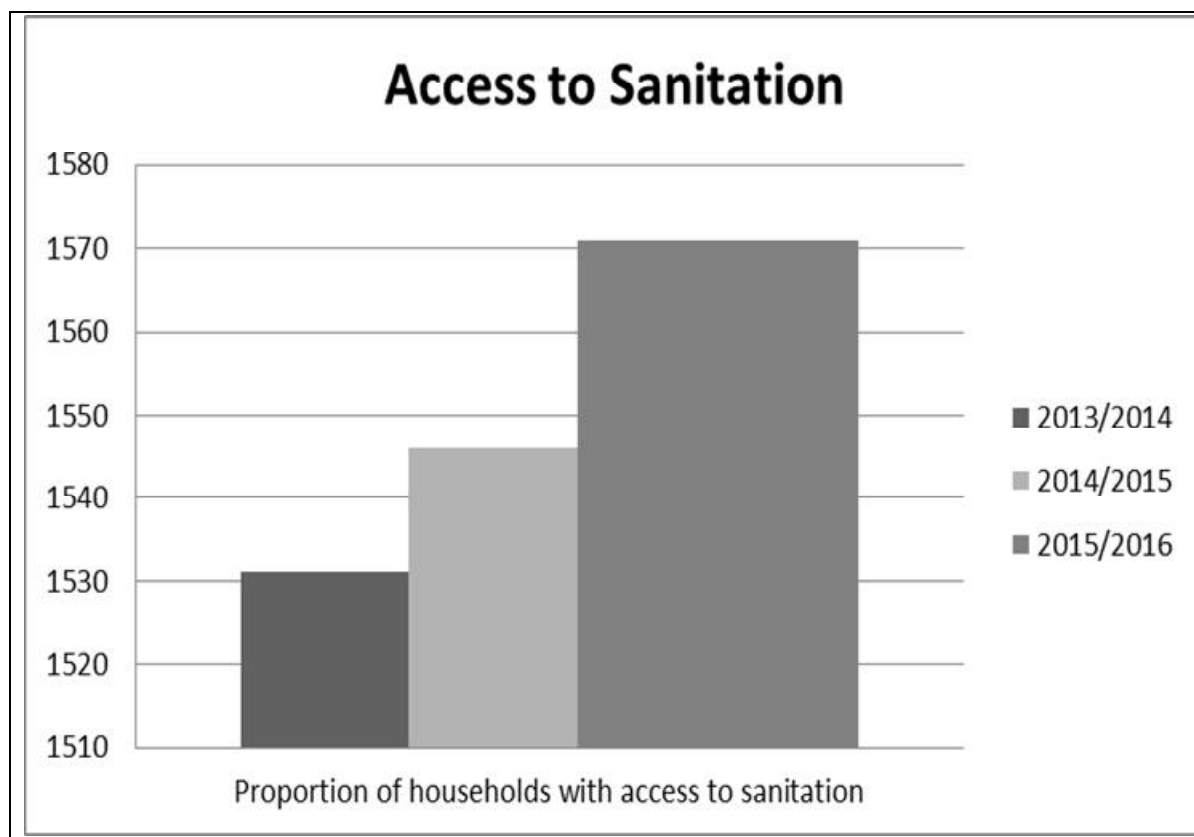
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- Bad Roads.
- Struggle to complete EIA's.
- Not being able to have the Green drop system in place.



Sanitation Service Delivery Levels				
Description	2011/2012	2012/2013	2014/2015	2015/2016
	Outcome No.	Outcome No.	Outcome No.	Actual No.
Sanitation/sewerage: (above minimum level)				
Flush toilet (connected to sewerage)	–	–	–	–
Flush toilet (with septic tank)	1	1	1	1
Chemical toilet	–	–	–	–
Pit toilet (ventilated)	1	1	1	1
Other toilet provisions (above min.service level)	–	–	–	–
<i>Minimum Service Level and Above sub-total</i>	2	2	2	2
<i>Minimum Service Level and Above Percentage</i>	85.5%	85.5%	85.5%	85.1%
Sanitation/sewerage: (below minimum level)				
Bucket toilet	0	0	0	0
Other toilet provisions (below min.service level)	–	–	–	–
No toilet provisions	0	0	0	0
<i>Below Minimum Service Level sub-total</i>	0	0	0	0
<i>Below Minimum Service Level Percentage</i>	14.5%	14.5%	14.5%	14.9%
Total households	2	2	2	2

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Employees: Sanitation Services					
Job Level	2014/2015	2015/2016			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
N/A	7	11	9	2	18%
Total	7	11	9	2	18%

3.4 WASTE MANAGEMENT (THIS SECTION TO INCLUDE: REFUSE COLLECTIONS, WASTE DISPOSAL, STREET CLEANING AND RECYCLING)

INTRODUCTION TO WASTE MANAGEMENT

Waste Management (refuse removal)

Mier Municipality provides refuse removal with a tuck to only one of its towns (Rietfontein, Philandersbron and Loubos) and in other towns(Welkom, Noenieput, Swartkopdam, Askham, Noenieput and Groot & Klein Mier) a contractor has been appointed that is review every year. The

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municipality strives towards collecting refuse on a regular basis within the three towns that the Municipality serves, because currently they must manage with only one truck. The Department of Rural Development have avail funding for the building of new toilet in the area but there was contractual problems and only the hall in the ground was make.

Challenges

- No Recycling
- Landfill sites aren't registered.
- Only one truck which is very old.
- Lack of proper equipment and trained staff.
- Bad roads between towns.

Solid Waste Service Delivery Levels				
Description	2012/2013	2013/2014	2014/2015	Households 2015/2016
	Actual No.	Actual No.	Actual No.	Actual No.
Solid Waste Removal: (Minimum level)				
Removed at least once a week	1	1	1	1
<i>Minimum Service Level and Above sub-total</i>	1	1	1	1
<i>Minimum Service Level and Above percentage</i>	66.2%	66.2%	66.2%	66.2%
Solid Waste Removal: (Below minimum level)				
Removed less frequently than once a week	–	–	–	–
Using communal refuse dump	–	–	–	–
Using own refuse dump	0	0	0	0
Other rubbish disposal	–	–	–	–
No rubbish disposal	0	0	0	0
<i>Below Minimum Service Level sub-total</i>	1	1	1	1
<i>Below Minimum Service Level percentage</i>	33.8%	33.8%	33.8%	33.8%
Total number of households	2	2	2	2

Employees: Waste Disposal and Other Services					
Job Level	2014/2015	2015/2016			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
N/A	3	10	4	2	20%
Total	3	10	4	2	20%

3.5 HOUSING

3.6 FREE BASIC SERVICES AND INDIGENT SUPPORT

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INTRODUCTION TO FREE BASIC SERVICES AND INDIGENT SUPPORT

Mier Municipality has an indigent policy which are approved and adopted every year by its municipal council. This policy are put in place to provide for the less fortunate that cannot afford to pay for their services. The registration process for indigent was done between Jan 2015 and May 2015. All property under the value of 15 000 are not billed.

Free basic services that are subsidized are:

6 kl	Water	R 58.15
Total tariff	Sanitation Rietfontein	R 129.32
Total tariff	Sanitation Loubos/Philandersbron	R 135.64
Total tariff	Sanitation Klein Mier/Groot Mier	R 248.98
Total tariff	Sanitation Askham	R 151.98
Total tariff	Sanitation Welkom	R 236.36
Total tariff	Refuse removal	R 90.19
50 kw	Electricity	R 28.04

COMPONENT B: PLANNING AND DEVELOPMENT

This component includes: planning; and local economic development.

INTRODUCTION TO PLANNING AND DEVELOPMENT

3.10 PLANNING

3.11 LOCAL ECONOMIC DEVELOPMENT (INCLUDING TOURISM AND MARKET PLACES)

INTRODUCTION TO ECONOMIC DEVELOPMENT

Local economic development (LED) is seen as one of the most important ways of decreasing poverty. Local economic development must aim to create jobs by making the local economy grow. This means that more businesses and factories should be started in the municipal area. As part of the IDP, key stakeholders in a municipality must come together to reach agreement and take decisions to make the economy grow and create income opportunities for more people, especially the poor.

National government makes policy and provides funds, research and other support for local economic development. Municipalities decide on LED strategies and the process of arriving at a LED strategy must be part of the Integrated Development Planning (IDP) process.

GOALS:

- Developing the infrastructure of the municipality to make it easier for businesses to operate (i.e. Houses, transport, roads, water and electricity etc.) This is mainly addressed in the IDP of the municipality. Whilst it contributes to providing better living conditions it also creates an environment that promotes economic growth.

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- Promoting tourism, which currently is one of the biggest growth industries in South Africa. This includes developing local tourist sites and facilities, improving security and ensuring that all residents are welcoming of tourists.
- The municipalities tender and procurement policies must favour small contractors and emerging businesses. Where these companies cannot provide the required services, steps must be taken to get larger companies to enter into joint ventures with smaller partners.
- Marketing the municipality, its infrastructure and people to local and international businesses. This can be combined with service centres that provide assistance and information to businesses that wants to start operations in the municipality.

The LED targets previously disadvantaged people in the community, marginalised communities and geographical regions, black economic empowerment enterprises and SMMEs to allow them to participate fully in the economic life of the country. LED promotes local ownership, community involvement, local leadership and joint decision making LED involves local, national, and international partnerships between communities, businesses and government to solve problems, create joint business ventures and build local areas. LED uses local resources and skills and maximizes opportunities for development .LED involves the integration of diverse economic initiatives in an all-inclusive approach to local development. LED relies on flexible approaches to respond to changing circumstances at local, national and international level

The LED contributes towards the community by registering SMME's and providing them with training to obtain the necessary skills needed for their enterprises. It also provides them with business opportunities such as catering and accommodation services.

Economic Activity by Sector			
			R '000
Sector	Year -2	Year -1	Year 0
Finance, property, etc.	n/a	n/a	345550
Govt, community and social services	n/a	n/a	1741490.5
Infrastructure services	n/a	n/a	10216501.13
Total	0	0	12303541.63

Economic Employment by Sector			
			Jobs
Sector	Year 1 No.	Year -1 No.	Year 0 No.
Finance, property, etc.	n/a	n/a	294
Govt, community and social services	n/a	n/a	387
Infrastructure services	n/a	n/a	99
Total	0	0	780

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Jobs Created during 2015/2016 by LED Initiatives (Excluding EPWP projects)				
Total Jobs created / Top 3 initiatives	Jobs created No.	Jobs lost/displaced by other initiatives No.	Net total jobs created in year No.	Method of validating jobs created/lost
Total (all initiatives)				
ASKHAM INTERNAL STREETS	15		15	Mainain an unemployment list and selection are done accordingly. In some cases where skilled professionals are needed,posts are advertised
KLEIN MIER INTERNAL STREETS	38		38	Mainain an unemployment list and selection are done accordingly. In some cases where skilled professionals are needed,posts are advertised
RIETFontein OXIDATION PONDS	21		21	Mainain an unemployment list and selection are done accordingly. In some cases where skilled professionals are needed,posts are advertised
WELKOM COMMUNITY CENTRE	25		25	Mainain an unemployment list and selection are done accordingly. In some cases where skilled professionals are needed,posts are advertised
MUNICIPAL WORKERS	294		294	Mainain an unemployment list and selection are done accordingly. In some cases where skilled professionals are needed,posts are advertised

Job creation through EPWP* projects		
Details	EPWP Projects No.	Jobs created through EPWP projects No.
RIETFontein SPEEL PARK	1	19
GROOT MIER SPEEL PARK	1	11
SWARTKOPDAM SPEELPARK	1	11

Employees: Local Economic Development Services					
Job Level	2014/2015	2015/2016			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
N/A	1	1	1	0	0%
Total	1	1	1	0	0%

COMPONENT K: ORGANISATIONAL PERFORMANCE SCORECARD

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No performance evaluation was done for the year under review.

[illegible]

CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE (PERFORMANCE REPORT PART II)

INTRODUCTION

The organization development function is a quality driven intervention and support to Mier Local Municipality on matters related to change management, employee assistance programs, referral of employees, training and development, etc.

The organization development function is a quality driven intervention and support to Mier Local Municipality on matters related to change management, employee assistance programme, referral of employees, training and development, etc. Its organizational structure is reviewed annually to ensure that it remains relevant to the strategic objectives of the municipality as reflected in the Integrated Development Plan and budget. The two amalgamation municipalities has just started with a comprehensive organizational structural review to ensure that the municipality continues to deliver on its constitutional mandate. More than 90% of the municipality's job descriptions were evaluated; those not yet evaluated are in the process of being evaluated.

Employees Assistance Programme

During the year under review, 8 employees and 7 councilors benefitted from the following employee assistance programme:

1. Under the MFMP NQF 5 program we train 3 officials funded by National Treasury
2. Water and Waste Water managers program we train 4 officials funded by the Office of the Premier.
3. Finance Management program we train 1 Manager funded by SETA.

Human Resources

The responsibility of the Human Resources function is to render effective as well as innovative HR service that addresses both skills development and administrative function. To that effect, the Municipal Council has adopted different Human Resources related policies. The Work Place Skills Plan (WPSP) for 2015/2016 financial year together with the Training Plan were submitted to the Sector Education and Training Authority for Local Government (LGSETA) by end April 2015 as required by

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the Skills Development Act, 1998. Monthly reporting on the performance of the WPSP was submit to the relevant sector. The Municipality doesn't have a budget for train but use the MSIG an FMG

Critical Vacancies and Turnover:

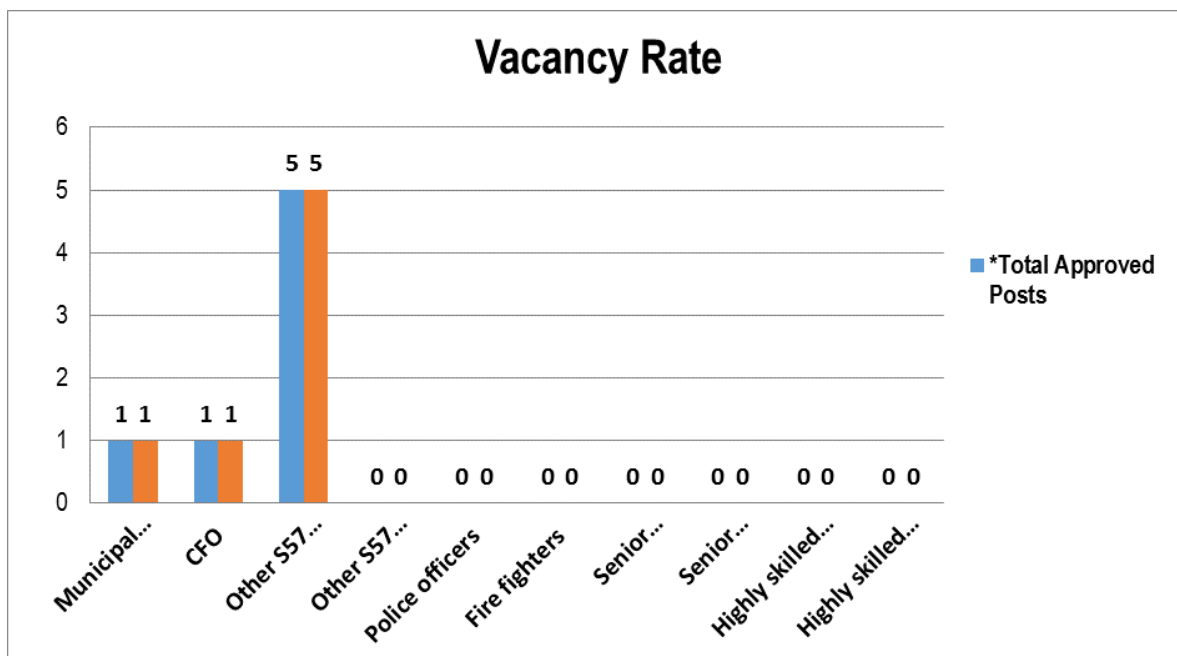
All Manager is acting in the position on a month to month contract. Due to the limited Budget other critical post was not budgeted in the financial year under review.

COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

4.1 EMPLOYEE TOTALS, TURNOVER AND VACANCIES

Employees					
Description	2014/2015	2015/2016			
	Employees No.	Approved Posts No.	Employees No.	Vacancies No.	Vacancies %
Water	10	11	8	3	22%
Waste Water (Sanitation)	11	11	9	2	17%
Electricity	0	0	0	0	%
Waste Management	2	5	4	1	0%
Housing	0	0	0	0	%
Waste Water (Stormwater Drainage)	0	0	0	0	%
Roads	0	0	0	0	%
Transport	0	0	0	0	%
Planning	0	2	0	2	%
Local Economic Development	1	1	1	0	0%
Planning (Strategic & Regulatory)	0	0	0	0	%
Finance	16	21	11	10	7%
Community & Social Services	16	18	16	2	0%
Enviromental Protection	0	0	0	0	%
Health	0	0	0	0	%
Security and Safety	0	0	0	0	%
Sport and Recreation	0	0	0	0	%
Corporate Policy Offices and Other	12	12	8	4	29%
Totals	68	81	57	24	0

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Turn-over Rate			
Details	Total Appointments as of beginning of Financial Year	Terminations during the Financial Year	Turn-over Rate*
	No.	No.	
2013/2014	45	0	
2014/2015	49	3	6%
2015/2016	52	5	10%

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

4.2 POLICIES

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HR Policies and Plans				
	Name of Policy	Completed	Reviewed	Date adopted by council or comment on failure to adopt
		%	%	
1	Affirmative Action			
2	Attraction and Retention			
3	Code of Conduct for employees	100%	0%	May-15
4	Delegations, Authorisation & Responsibility			
5	Disciplinary Code and Procedures	100%	0%	May-15
6	Essential Services			
7	Employee Assistance / Wellness			
8	Employment Equity	100%	0%	May-15
9	Exit Management			
10	Grievance Procedures			
11	HIV/Aids			
12	Human Resource and Development			
13	Information Technology			
14	Job Evaluation			
15	Leave	100%	0%	May-15
16	Occupational Health and Safety			
17	Official Housing	100%	0%	May-15
18	Official Journeys			
19	Official transport to attend Funerals			
20	Official Working Hours and Overtime			
21	Organisational Rights			
22	Payroll Deductions			
23	Performance Management and Development			
24	Recruitment, Selection and Appointments			
25	Remuneration Scales and Allowances			
26	Resettlement			
27	Sexual Harassment			
28	Skills Development	100%	0%	May-15
29	Smoking			
30	Special Skills			
31	Work Organisation			
32	Uniforms and Protective Clothing			
33	Other: Overtime policy	100%	0%	May-15

Chapter 5

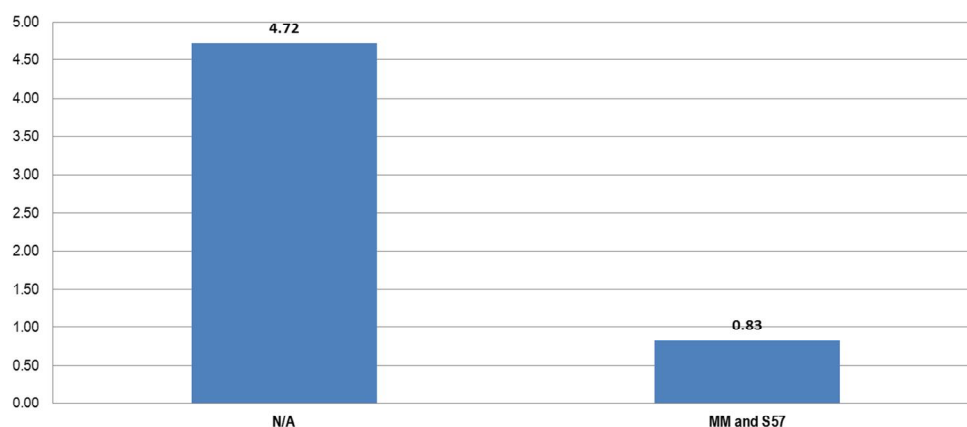
4.3 INJURIES, SICKNESS AND SUSPENSIONS

Number and Cost of Injuries on Duty					
Type of injury	Injury Leave Taken	Employees using injury leave	Proportion employees using sick leave	Average Injury Leave per employee	Total Estimated Cost
	Days	No.	%	Days	R'000
Required basic medical attention only	0	0		0	0
Temporary total disablement	0	0		0	0
Permanent disablement	0	0		0	0
Fatal	0	0		0	0
Total	0	0		0	0

Number of days and Cost of Sick Leave (excluding injuries on duty)						
Salary band	Total sick leave	Proportion of sick leave without medical certification	Employees using sick leave	Total employees in post*	*Average sick leave per Employees	Estimated cost
	Days	%	No.	No.	Days	R' 000
N/A	326	20%	38	62	4.72	
MM and S57	57	30%	6	7	0.83	
Total	383	16%	44	69	5.55	0

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Average Number of Days Sick Leave (excluding IOD)



Number and Period of Suspensions

Position	Nature of Alleged Misconduct	Date of Suspension	Details of Disciplinary Action taken or Status of Case and Reasons why not Finalised	Date Finalised

Disciplinary Action Taken on Cases of Financial Misconduct

Position	Nature of Alleged Misconduct and Rand value of any loss to the municipality	Disciplinary action taken	Date Finalised

4.4 PERFORMANCE REWARDS

Performance Rewards By Gender

Designations	Beneficiary profile

Chapter 5

	Gender	Total number of employees in group	Number of beneficiaries	Expenditure on rewards Year 1 R' 000	Proportion of beneficiaries within group %
Lower skilled (Levels 1-2)	Female	0	0		
	Male	0	0		
Skilled (Levels 3-5)	Female				
	Male				
Highly skilled production (levels 6-8)	Female				
	Male				
Highly skilled supervision (levels 9-12)	Female				
	Male				
Senior management (Levels 13-15)	Female				
	Male				
MM and S57	Female				
	Male				
Total					

COMPONENT C: MANAGING THE WORKFORCE EXPENDITURE

INTRODUCTION TO WORKFORCE EXPENDITURE

Municipal expenditure on personnel is ascending due to inter alia, departmental structures which revised and approved by council to ensure appropriate, adequate and proficient personnel is home to deliver the required municipal services.

4.6 EMPLOYEE EXPENDITURE

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Number Of Employees Whose Salaries Were Increased Due To Their Positions Being Upgraded		
Beneficiaries	Gender	Total
Lower skilled (Levels 1-2)	Female	
	Male	
Skilled (Levels 3-5)	Female	
	Male	
Highly skilled production (Levels 6-8)	Female	
	Male	
Highly skilled supervision (Levels 9-12)	Female	
	Male	
Senior management (Levels 13-16)	Female	
	Male	
MM and S 57	Female	
	Male	
Total		0

Employees Whose Salary Levels Exceed The Grade Determined By Job Evaluation				
Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation

Employees appointed to posts not approved				
Department	Level	Date of appointment	No. appointed	Reason for appointment when no established post exist

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Third Tier Structure	
Directorate	Manager (State title and name)
Municipal Manager	Mr. J Willemse
Finance	Mr. EN. Mouton
Community Services	Miss. SK. Coetzee
Strategic	Mr. IJ van Wyk
Corporate Services	Mr. CA. Mouton
Technical Services	Mr. J Mienies
Projects	Mr. D Jacobs

DISCLOSURES OF FINANCIAL INTERESTS		
Disclosures of Financial Interests		
Period 1 July to 30 June of Year 0 (Current Year)		
Position	Name	Description of Financial interests* (Nil / Or details)
(Executive) Mayor	Magrieta Eiman	None
Member of MayCo / Exco	None	
Council	S.Masikani	Owner of Womens Leading Guesthouse and Director of Rooiudin Catering, Décor and Events F
	K.W. Dodds	None
	A.M. Titus	Farm
	P.P. Farao	Shares: Genade Co-op 5%, Director Genade Co-op
	N. Joseph	None
	J.J. Smith	BK Vergesig Mier Boerdery, Vennoot in Vergesig Boerdery, Residential house Loubos
Municipal Manager		
Chief Financial Officer	Elrico N. Mouton	Shares: SAB Breweries, Owner: Fountain Sports Bar, Mier Liqueure Store
Deputy MM and (Executive) Directors		
Other S57 Officials	C.A. Mouton	Doermanskolk Boerdery Plaas 110 of Mier 585
	J. Mienies	
	I.J. van Wyk	Residential House Erf 43 Rietfontein
	S.K. Coetzee	None
	D Jacobs	None

Chapter 6

CHAPTER 5 – AUDITOR GENERAL AUDIT FINDINGS

A: AUDITOR-GENERAL OPINION OF FINANCIAL STATEMENTS YEAR -1

6.1 AUDITOR GENERAL REPORTS YEAR -1 (PREVIOUS YEAR)

VOLUME II

